

## MidPointe Library – Digital Media Technician – Full Time – West Chester, Ohio

The MidPointe Library System is seeking a creative, dynamic, and innovative individual to work collaboratively and individually to market and promote the library's mission, programs, collections, and activities, as well as develop content to reach out to the community to bring in new library users and create beneficial partnerships with other groups, agencies, and organizations in the library's service area.

Based out of the West Chester Library, you'll produce, edit, and share engaging digital content that promotes library collections, services, and programs. You'll design and produce on-brand print marketing material as well as manage social media platforms and assist with community and in-library events as needed.

MidPointe is located on the east side of Butler County, Ohio in a vibrant, dynamic, diverse community that enjoys community support. Nestled between Cincinnati and Dayton, the county has a wide variety of schools, entertainment, dining experiences, sports, and cultural events. We have something for everyone!

### ***To Be Successful, you will need:***

- A high school diploma is required. A bachelor's degree in a job-related field, or equivalent experience is needed. Certification in graphic design is highly desired.
- Minimum 2 years graphic design experience.
- Excellent skills in graphic design and experience with Adobe Creative Suite.
- Experience with social media platforms, such as Facebook, Twitter, Instagram, YouTube & Pinterest.
- Video production and editing experience.
- Excellent written and oral communication skills as well as writing and editing skills.
- The ability to take initiative, plan, prioritize, manage, and coordinate projects while meeting deadlines is needed.
- Possess the confidence to work autonomously and self-direct.
- Must be quick and decisive, detail oriented, and organized.
- Be a team player with initiative for innovation, creativity, and problem-solving.
- Create promotional displays, print advertising, digital advertising, marketing collateral, and support materials.
- Manage the library's website, social media sites, and blog as well as write press releases and promotional pieces.
- Create custom illustrations and graphics.
- Regular & predictable physical attendance and punctuality is required.

### ***Rate of Pay:***

The pay range is \$20.85 – \$32.50 per hour, the rate depends on job factors such as experience, job skills, education, and languages spoken.

### ***Hours:***

Full time 40 hours per week. Typically, Mon-Fri 8-5. Some nights and weekends as needed.

### ***Physical Requirements:***

- Must be able to work indoors & outdoors in different temperatures and in areas that contain odors, dust & other possible allergens.
- Must be able to move carts, crates & library equipment that could weigh up to 100 pounds.

### ***Benefits:***

Full-time benefits include state pension plan (OPERS); direct deposit; medical & health savings account, dental, vision & life insurance; accrued vacation, sick & short-term disability; granted personal time; paid holiday's & floating holidays; EAP; education assistance; granted emergency paid sick leave for Covid purposes, attendance to workshops & webinars, and more!

### ***Apply:***

Complete a required MidPointe Library System employment application found at:  
<https://secure.entertimeonline.com/ta/6138957.jobs?ShowAllOpenings>.

Please, only call the library if you need assistance in completing the required online application.

### ***Inquiries:***

The full job description with the responsibilities, qualifications, and requirements is available on our website at:

<https://www.midpointelibrary.org/page/jobs>.