

## **Graphic designer (summer student 2023)**

### **POSTING #: KC-2023-005**

Kemptville Campus Education and Community Centre (KCECC) is a not-for-profit corporation created by the Municipality of North Grenville to maintain and renew the lands and buildings of the former Kemptville Agricultural College. The campus covers almost 630 acres of land, including forests, wetlands, farmland, and a “village” of buildings, soccer fields, and other recreational facilities. Our work is guided by the pillars of education and learning; health and wellness; and economic development – all within an overarching framework of climate change resilience.

### **Application:**

The Kemptville Campus is seeking to fill the summer student position of Graphic Designer (maps and floorplans). Interested applicants may submit a cover letter and resume outlining their qualifications in confidence to the Executive Director at [Lsutherland@kemptvillecampus.ca](mailto:Lsutherland@kemptvillecampus.ca) by 4 p.m. on **Friday, April 14, 2023**.

**Please quote “KC-2023-005.”**

### **Responsibilities:**

Reporting to the Executive Director, and adhering to Kemptville Campus policies and procedures, the position is responsible for designing various digital maps and floorplans, including an interactive layered map of Campus for educational, wayfinding, and tourism purposes. The position will also update college-era floorplans of the existing 17 buildings with current branding (to be posted in buildings for indoor wayfinding, fire safety, etc.). All products must be designed to current AODA/Accessibility standards.

The Graphic Designer will:

- Gather electronic copies of maps and floorplans from the former Kemptville College records.
- Using computer-assisted design, create multi-layered interactive digital maps of the Campus.
- Using computer-assisted design, create digital floorplans of the Campus with updated measurements, branding, and AODA/Accessibility standards to support indoor wayfinding for community members using the space (including for fire safety purposes).
- Share progress on their work with the staff team and via the Campus’s public communication channels, supported by the Marketing and Events Coordinator.
- Contribute to a positive team environment and a positive image of the Campus.

The position will be an integral member of the Campus team and will be expected to treat with courtesy all members of the Campus community (including schools, nonprofits, small businesses, recreational users, Campus staff and volunteers) in the course of conducting their work.

**Qualifications:**

- Some post-secondary training in architecture or design and/or familiarity with computer-assisted design.
- Computer literacy in a Microsoft environment.
- Strong interpersonal skills including excellent written and oral communication skills.
- Strong organizational skills.
- Valid Class “G” driver’s license with access to a reliable vehicle (no public transit).
- Familiarity with the Campus’s buildings, landscape, history, and Master Plan would be an asset.
- Fluency in English; ability to read and write in French (intermediate).

**Working Conditions**

- Work is conducted during normal business hours in person at the Kemptville Campus. A flexible work schedule or remote work time may be negotiated.
- Work requires the ability to use a computer and to move around Campus buildings, including stairs and storage areas. This may involve occasional exposure to the elements and to dust, mechanical noise, etc.
- Attend meetings and training as required.

**Compensation:**

The wage for this position is \$18.25/hour. This summer student placement is up to fourteen (14) weeks at thirty-five (35) hours per workweek, starting in May 2023.

We thank all those who apply; however, only those applicants selected for an interview will be contacted.

***Please note that this position will be filled only if government funding is secured.***

Kemptville Campus is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities Act (AODA), and any other applicable legislation throughout all stages of the recruitment and selection process.