

TEMPORARY STAFF POSITION

TIMEFRAME	5 weeks, March 26 - April 30, 2012 Part-time, 4-6 hours per day; exact office hours may be flexibly scheduled. Employment after April 30 will be on an intermittent, as-needed basis.
DUTIES	Desktop Publishing using InDesign software: produce and print high quality concert and recital programs. May be called on to produce special items such as brochures, concert and event flyers, etc.
QUALIFICATIONS	At least one year of related office experience. Adobe Creative Suite - InDesign, Photoshop, Illustrator, Acrobat Pro Microsoft Office - Word, Excel, Outlook Background in academic music highly desired and preferred. Strong written communication skills. Attention to detail and proofreading skills. Ability to work independently in a self-directed manner. The work of this position is driven by the calendar, so constant, keen attention to getting materials ready for each upcoming event is a critical element for success.
PAY	\$15 per hour
TRAINING	Approximately 4-6 hours of paid orientation and training with the incumbent John Ritz will be provided between March 15-20.
TO APPLY	Submit resume and cover letter by email to Deborah B. Hawley, Assistant to the Dean, 852-3065, dhawley@louisville.edu , no later than February 29.