

OPEN POSITION

**Staff Artist
Creative Services Department**

The American Mathematical Society (AMS), founded in 1888, is a non-profit membership organization that promotes interest and research in mathematics through its publications, meetings, programs, services, advocacy, and outreach activities. The AMS has 30,000 members worldwide and offices in Rhode Island, Michigan, and Washington, DC.

Through our Publications Division, we are a leading publisher of mathematics research, producing approximately 80 books each year, twelve scholarly journals, and MathSciNet, the premier online gateway to the world's mathematical literature.

The AMS invites qualified candidates to apply for the position of Staff Artist in the Society's Providence, RI headquarters. The Staff Artist provides design, layout, and desktop production for both print and electronic media. He/she must have keen attention to detail and will be required to enhance mathematical figures for use in print and online publications. The Staff Artist should be highly creative and will work with in-house clients to develop design projects from concept to completion. The Staff Artist will work to maintain all aspects of the AMS brand.

Come and be part of an extraordinary collection of creative talent who support the Society's Marketing, Advertising & Sales efforts.

RESPONSIBILITIES:

- Assist in figure production to ensure the mathematical accuracy of graphics and that graphics are clear and legible.
- Communicate with Production Editors and authors to design and typeset covers for AMS books and journals.
- Work with in-house clients to develop design projects from concept to completion.
- Communicate effectively with the AMS in-house Printshop to make sure all design files adhere to printing standards and that all printed products are checked for quality and accuracy.
- Maintain the AMS brand to be sure the AMS logo and messaging are consistent.
- Maintain documentation and organization of departmental procedures and resources.

QUALIFICATIONS:

- Background in design and typography
- Advanced knowledge of the Adobe Creative Suite (Adobe InDesign, Adobe PhotoShop, Adobe Illustrator)

EDUCATION and/or EXPERIENCE:

- College degree. BA with a major in Design, Illustration, or Advertising
- At least 1 year experience in a creative environment
- Knowledge of mathematics or academic publishing a plus

The AMS offers excellent benefits including competitive salaries, health and dental, very generous retirement plan contributions and investment options through TIAA-CREF, flexible spending benefit, generous paid leave, paid life insurance, flexible work hours to help provide work/life balance, free parking, a casual and relaxed work environment, computing benefit, tuition assistance, professional development opportunities and much more.

To apply go to: <https://tinyurl.com/jujpar9>