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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

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