



Production Co-ordinator, Web

(Salary commensurate with experience)

The **Office of the Auditor General of Ontario** (Office) is recruiting highly motivated professional to work within the Communications team, responsible to co-ordinate and implement the formatting and design of the Office's annual report, and other materials. This includes the creation and development of layouts and graphics. This position also assists with the Office's internet/intranet, office e-newsletter, and other graphic work as assigned.

What can I expect to do in this role?

- Design and produce publications for print and web. Provide technical and creative advice for communications products.
- Design and prepare the layout for various print and electronic materials for the Office using desktop publishing software. Developing and formatting a variety of materials; preparing print-ready files and trouble-shooting; ensuring accuracy, quality, and rapid production to meet tight deadlines. Materials include Annual and Special Reports, papers, signage, technical/complex reports (multi-column tables and charts, statistical reports), office manuals, brochures, news releases, etc.
- Supervise, instruct and prioritize the work for all temporary design help relating to the formatting/production of the Annual Report.
- Assist the Web Developer as needed to create the design and implementation of various web-based/web-enabled documents for the Office's Intranet and Internet sites and updating/maintaining these files and related links using web, layout, and integration software (e.g., HTML, Dreamweaver, Illustrator, Photoshop, Acrobat, Javascript).
- Act as a source of expertise to staff, particularly communications staff, on the operation of various desktop publishing software and techniques, discussing capabilities, suggesting alternatives, and troubleshooting problems/obstacles.
- Working with Communications staff to implement corrections and changes to print and Web-based documents. Proofreading/cross-checking completed work both on screen and on hard copy for completeness and accuracy, e.g., production/design elements, spelling, typographical errors, content omissions.
- Participate in the scheduling and monitoring of print and web-based projects.
- Reviewing formatting requests and draft documents to identify work priorities, deadlines, and contacting supervisor, editor, or originator for clarification of workload scheduling, as required.

- Taking on other graphics or production projects, such as formatting and producing Office staff business cards; maintaining Office photo gallery and Office's digital photo bank.
- Assist digital developer and advise manager in ensuring compliance with government office legislation pertaining to the website. Assist in monitoring website usage using Google Analytics and generate reports as requested.
- Must demonstrate exemplary conduct and personal integrity and promote a safe workplace as required under the Occupational Health and Safety Act.

How do I qualify?

- A University degree or college diploma in graphic arts or design, or a related field.
- 3 – 5 years of demonstrated hands on graphic design experience.
- Superior applied knowledge of Adobe Creative Suite, including InDesign, Illustrator, Photoshop, Dreamweaver, and Acrobat Professional technologies to provide print design and production services. Knowledge of Excel.
- Technical applied knowledge of computer graphic design, colour separation, optimization of scanned images, production layout, and printing processes. General working knowledge of current Web applications (e.g., HTML, Dreamweaver, Acrobat, Illustrator, and Photoshop), networking and groupware systems, Internet protocols, is an asset.
- Applied knowledge of graphics, desktop design, and on-screen layout for effective presentation of information in multi-media environment. Knowledge of typesetting concepts, terminology, editor/proofreaders symbols and typographic mark-up conventions. Understanding of the Office's policies, procedures, and communications objectives.
- Job requires demonstrated creative, artistic, and reasoning skills to determine the most appropriate format, design, and structure of online and printed materials to produce designs and formats that will effectively promote the OAGO business objectives.
- Must be able to identify and correct production/design problems, spelling, and grammatical errors in text and graphics; and communicate effectively with supervisor or originator for clarification of text/content/layout elements and specifications. Job requires identifying errors or inconsistencies in finalized work assignments by proofreading/cross-checking completed work both on-screen and on hard copy for completeness and accuracy, e.g., identifying omissions, spelling, and typographical errors.
- Job requires the attention to detail and the drive to take initiative to remain on top of deadlines and work priorities and to communicate these to staff. Also requires planning and co-ordination skills to help meet tight deadlines for Annual Report and web updates.
- This position description reflects the key responsibilities of the role. The Manager has the right to assign additional duties.

Interested candidates, please submit a **covering letter and resume (as one document)**, by email quoting competition number **2021** by January 5, 2021 to:

Cindy MacDonald

Director, Human Resources and Office Services

Email: resumes5@auditor.on.ca

Address: 20 Dundas Street West, Suite 1530, Toronto, Ontario

We thank you for your interest. Only those selected for further screening or an interview will be contacted.

The Office of the Auditor General of Ontario is an inclusive employer. Accommodation is available under the Ontario Human Rights Code.