

Production Graphic Designer (10-12 week Contract)

The Office of the Auditor General of Ontario is recruiting for a Production Graphic Designer (Contract) to support in the production of performance audit reports and other content for our Annual Report to the Legislative Assembly (see our *2024 Annual Report* products [here](#).) As a Production Graphic Designer, you will support the Office's work in bringing transparency and accountability to provincially funded entities.

Production consultants work intensely over a short period of time (10-12 weeks), sporadically at other times, and must be willing to work in the evening or on the weekend, if needed. Reporting to the Acting Director of Editorial Services and Production, you will work either remotely, with a company-provided laptop, or on-site at our 20 Dundas Street West location. This work involves the secure use of files within network drives.

What you can expect to do in this role:

- Production: Generate and edit electronic report multi-page layouts using Adobe Creative Suite Applications
- Revisions: Apply revisions to InDesign documents, using Adobe Acrobat mark-up
- Attention to detail: Review all produced files for accuracy and consistency across files
- Versioning: create multiple iterations of layouts, while following the established file management process
- Time management: work quickly and efficiently, under tight deadlines

Qualifications

The ideal candidate has:

5+ years of experience as a production graphic designer; comfortable working in PC environment;

- Expert knowledge of InDesign to:
 - work with financial-style table
 - apply interactive features, such as linking within document and bookmarks
 - knowledge of GREP would be an asset
- Expert knowledge of Acrobat to:
 - work with PDF mark-up
 - apply and edit accessibility features
 - work with document properties (meta-descriptors, view settings, security)

- Intermediate knowledge of Illustrator and Photoshop to:
 - import charts from Excel and format graphics, duplicating the style of previously designed charts
 - edit existing graphics, such as flow charts, and create icons
- Intermediate knowledge of Excel to format chart styles, copy and re-draw into Illustrator
- Intermediate knowledge of Word to:
 - apply character and paragraph styles
 - import documents

Note: Prior to an offer of employment, the top applicant(s) will be required to undergo a screening by the Canadian Police Information Centre (CPIC).

If you want to work in an environment that is positive, challenging, and safe, where your contributions are valued, please submit a cover letter and resume (as one document) by **May 29, 2025**, to resumes@auditor.on.ca, and specify "Production Graphic Designer-10 to 12 weeks contract" We thank you for your interest. Only those selected for further screening or an interview will be contacted.

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

Commitment to diversity, inclusion, accessibility, and anti-racism:

We are committed to building a workforce that reflects the communities we serve and promoting a diverse, anti-racist, inclusive, accessible, merit-based, respectful and equitable workplace.

We invite all interested individuals to apply and encourage applications from people with disabilities, racialized individuals including Indigenous and Black as well as people from a diversity of ethnic and cultural origins, sexual orientations, gender identities and expressions.

We offer accommodation in all aspects of employment including the recruitment process, consistent with the requirements of [Ontario's Human Rights Code](#). If you require a disability-related accommodation to participate in the recruitment process, please contact the recruitment team at resumes@auditor.on.ca who will respond to you within 72 hours. We also believe in the importance of providing services to Ontarians in both official languages, and encourage interested bilingual candidates to apply particularly for public facing positions.