



The Harbus News Corporation

Harvard Business School
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Graphic Designer / Art Director

The Harbus is Harvard Business School's weekly independent student newspaper. We are looking for an energetic, creative, self-motivated and committed individual to take charge as our Graphic Designer. This position will be 25-40 hrs/week, depending on experience and skill level. Main job function is to produce *The Harbus* print and online editions each week. (The website is maintained through a simple content management system and requires only basic knowledge of HTML.) The Designer maintains and builds the *Harbus* brand, as well as stays abreast of developments in relevant technology and newspaper design. S/he serves as the point of contact for all issues regarding print and online production, including but not limited to vendor relations and design project management.

This position provides a unique opportunity to work on the Harvard Business School campus as part of a small, close-knit team while enjoying a flexible schedule that coincides with the student calendar. Hours are flexible, but generally fall on Wednesday, Thursday and Friday. Some overtime will occur periodically. Training with current designer will be available to ease transition. We have a design-dedicated G5 PowerMac (OSX). Applicants MUST know InDesign.

Perfect for a freelance designer looking for a regular gig or for a recent graduate eager to gain some hands-on experience. Take ownership in a well-crafted publication while demonstrating skill, creativity and teamwork. Your portfolio will burst at the seams!

Applicants should send cover letter and resume to design@harbus.org with subject "Design Applicant – Name." Must also provide portfolio (either online, PDF or hard copy samples) along with application. Compensation will be commensurate with experience and skill level.

Position available immediately or starting August 2007. Please note that this job includes an unpaid summer hiatus (June-July).

Responsibilities include but are not limited to:

- Weekly layout of the newspaper
- Weekly posting of harbus.org website
- Creation of ads as needed
- Additional design projects (e.g. press kit, recruiting guide, in-house ads, etc.) as needed

Necessary Skills:

- InDesign
- Acrobat
- Photoshop
- Illustrator
- Project management skills

Additional Preferred Skills:

- Pre-press
- FTP
- Basic HTML
- Minor photo retouching

The Harbus News Corporation is an independent non-profit serving the Harvard Business School community by producing *The Harbus* newspaper and *The Harbus* online. Founded in 1937, *The Harbus* is Harvard Business School's weekly newspaper, owned and operated by HBS students through The Harbus News Corporation. *The Harbus* is the principal source of campus news for the HBS community—students, alumni, faculty, administration and the senior executives who attend the school's management programs.