



## **BNN MEDIA**

### **GRAPHIC DESIGN YOUTH INSTRUCTOR | COACH**

Job Title: Instructor | Coach  
Job Grade Level: Youth Program  
Department: Education

Hours Per Week: 10-15 hours a week  
Contact: [mdouglas@bnnmedia.org](mailto:mdouglas@bnnmedia.org)

**Boston Neighborhood Network Media** (BNN Media), Boston's community media center provides public access to cable television channels and low-power FM radio. BNN Media offers training in mass communications, television, and mobile production, as well as access to video production equipment, facilities, and production support. The center empowers Bostonians with production resources and a public forum that welcomes diverse voices and fosters broad public dialogue.

#### **About the Position**

Teachers play a vital role in this multidisciplinary training program. The graphic arts instructor collaborates with students to develop a comprehensive graphics portfolio and present client-oriented projects, including brand identities, print materials, digital publications, and environmental graphics.

#### **Responsibilities**

- Assist students in planning and presenting their ideas by designing rough layouts of art and text, including decisions on arrangement, size, type, style, and other design elements.
- Coordinate with students and clients, including marketing teams, from the design concept phase through project completion.
- Assist in obtaining approval of concepts by preparing rough layouts for review.
- Support students in preparing final layouts by marking and assembling finished copy and artwork.
- Ensure the operation of design equipment and software, including troubleshooting malfunctions and calling for repairs.
- Coordinate with external agencies, art services, and printers to complete projects.

#### **Qualifications/Skills**

- Strong graphic design skills
- Proficiency with Adobe Creative Suite (Photoshop, Illustrator, InDesign, Lightroom)
- Strong Layout and analytical skills
- Strong Creativity and flexibility
- Attention to detail and ability to meet deadlines
- Strong Time management and communication skills
- Ability to handle constructive feedback and rejection

#### **Supervisor**

Monique Douglas, Membership and Marketing Manager - [mdouglas@bnnmedia.org](mailto:mdouglas@bnnmedia.org)

#### **To Apply**

Please send a resume  
BNN Membership and Marketing Manager  
ATTN: Youth Education  
[imdouglas@bnnmedia.org](mailto:imdouglas@bnnmedia.org)