

Typesetting Specialist (2-month Contract Position)

About InterEthnica

Since 2004, InterEthnica has created multicultural marketing and public engagement campaigns, producing high-quality work that make a deep impact in our local communities. Diversity and equity are at the heart of what we do, which we believe starts from within. At InterEthnica, you will find a nurturing environment of self-motivated go-getters passionate about our work and driven by our shared belief that people's access to information should not be limited by their socioeconomic status, language, age, and/or ability. We are dedicated to creating a space where our team members can openly and actively contribute their diverse perspectives. We welcome your ideas and input, and as a small team, your voice can make a large impact both internally and on the communities we serve. Some of our current projects include Multilingual Voter Information Materials for the City and County of San Francisco Department of Elections, Public Outreach and Engagement for the San Francisco Municipal Transportation Authority (SFMTA), and the Waterfront Resilience Program for the Port of San Francisco.

Typesetting Specialist Job Description

The Typesetting Specialist will be responsible for the typesetting and layout of a 100+ page pamphlet in multiple languages (including but not limited to English, Spanish, Chinese, and Filipino). Previous experience in multilingual typesetting is not required and training will be provided, but the ideal candidate should have strong attention to detail, familiarity with typesetting rules and standards, and an enthusiasm for learning typesetting rules in different languages. This is a 2-month contract position with the possibility for extension.

Roles and responsibilities will include:

- Lay out content of 100+ page pamphlet for print in multiple languages, deliver page proofs, make necessary corrections, and deliver finalized files
- Follow strict guidelines and rules to ensure typeset files adhere to established style guide
- Detailed proofing of typeset pages and quality assurance review for any errors

Qualifications

- Excellent command of Adobe InDesign and familiarity in Adobe Illustrator and Photoshop
- Extensive knowledge of typesetting rules and standards as demonstrated by a solid portfolio
- Familiarity with paragraph and character style sheets and master pages
- Extreme attention to detail and ability to understand and abide by specific project instructions
- Enthusiasm for learning about intricacies and rules of typesetting in different languages
- Ability to work independently and under tight deadlines
- Proficiency in a second language highly desirable

To Apply

Email your resume, cover letter, and portfolio to admin@interethnica.com