

Wisconsin Interscholastic Athletic Association

Graphic Designer – Publication Production

Position Vacancy



The Wisconsin Interscholastic Athletic Association (WIAA) staff seeks qualified candidates for the position of Graphic Designer – Publication Production that embrace the purpose of the WIAA membership. The graphic designer – publication production will support the daily operations of the communications department and manage all aspects of layout and print production for the WIAA.

SEARCH TIMELINE

Posting

July 10, 2025

Deadline for Application

July 24, 2025

Interviews

August 5, 2025

Start Date

August 25, 2025

LOCATION

Stevens Point, WI

KEY DUTIES AND RESPONSIBILITIES

- Design and produce long-form publications such as booklets, tournament programs, handbooks, yearbooks and brochures
- Execute advanced typesetting and typography to ensure readability, consistency, and visual appeal while upholding the Association's brand standards across all materials
- Actively manage digital assets such as images, advertisements, and logos—maintaining organized folder systems with large volumes of files
- Collaborate closely with staff to collect and organize content and ensure accurate representation in all publications
- Proofread and edit content with meticulous attention to typography, layout accuracy, and grammatical correctness
- Develop production schedules for all publications and ensure all projects are completed on time, meeting established deadlines
- Maintain relationships with external print vendors; oversee file preparation, pre-press proofs, print specs, and delivery timelines
- Manage multiple design projects simultaneously, balancing creative quality with efficient turnaround
- Perform general clerical duties; front desk duties, copying, filings, general website updates and handling incoming and outgoing mail
- Oversee member school and officials mailed communications
- Professionally represent the WIAA in all interactions with athletic directors, coaches, officials and general public
- Other special projects and duties as assigned

QUALIFICATIONS

- **Education:** Associate's or Bachelor's in Graphic Design, Communications, Journalism or related field. Work experience with long-form content, editorial design or publishing is a plus.

- More -

The Wisconsin Interscholastic Athletic Association provides equal opportunity in education and employment and does not discriminate on the basis of race, religion, color, national origin, sex, age, marital status or handicap.

wiaawi.org

APPLICATION

For full consideration, please submit the following materials electronically via [application form](#).

- A formal letter of application
- A resume that reflects the qualifications, skills, and experience for the position
- Two letters of recommendation and two additional references
- A PDF or online portfolio that demonstrates your design expertise across various formats, with examples of publications or long-form content.

All Questions can be directed to:
Kassie Mortimer, Assistant Director
kmortimer@wiaawi.org
(715) 344-8580

- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on maintaining a positive, cooperative, poised demeanor; open to others' ideas, and contributes to building a positive team spirit.
- **Technical Skills:** Strong knowledge and attention to detail with typography, layout, file management and print production processes. Proficiency in Adobe Creative Suite (InDesign, Illustrator, Photoshop, Acrobat). Basic knowledge of Google Suite required with a willingness to learn other software products utilized within the office.
- **Language Skills:** Strong ability to communicate effectively in both verbal and written form, with demonstrated proficiency in grammar, spelling, and proofreading.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation and then formulate a response.
- **Other Skills and Abilities:** Strong organizational and time management skills, including the ability to prioritize tasks, meet strict deadlines, and manage quick turnarounds, are essential for success in this role. Education-based athletics background and/or love for athletics is extremely beneficial.

PHYSICAL DEMANDS

- The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.
- Persons performing service in this position classification will exert ten to twenty pounds of force frequently to lift, carry, push, pull or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

COMPENSATION

This is a 40 hours per week position with compensation determined based upon the candidate's experience and expertise. The WIAA provides 100% premium payments for medical, dental, term life, and disability insurance. Other benefits include sick leave, vacation, HSA, and highly competitive employer contribution to retirement. Other benefits may be provided by the Board of Control.

THE ASSOCIATION

- The Wisconsin Interscholastic Athletic Association, as defined by its Constitution, is a voluntary, unincorporated, and private nonprofit 501(c)(3) organization. The Association has a diversified membership of public high schools, nonpublic high schools, public middle schools, and nonpublic middle schools. The WIAA, formed in 1896, is the first state high school athletic association organized in the country. The WIAA oversees athletics in Wisconsin and sponsors 27 sport programs.
- The membership consists of 514 member high schools and 36 middle/junior high schools divided into seven geographic Board of Control districts. The 18- member executive office staff administers Association policies, rules and regulations, and provides other assistance and service to member schools, as well as registering licensed officials.
- The WIAA does not receive any funding via tax dollars, nor does it receive any financial support from the State. The WIAA is funded primarily through ticket sales from State Tournaments and other events. Additional funding is derived from sponsorships, a percentage of licensing fees and merchandising sales, and other minimal items. WIAA expenses are related to the operations of the business and the costs associated with running State championships.