



GRAPHIC DESIGNER

OVERALL OBJECTIVE

Design all visuals and manage print orders for Transparent Productions marketing campaigns and internal branding assets.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- DESIGN – Create art for new events to meet all needs of any given campaign including digital ads, flyers, posters, banners, etc. In some instances design assets will be provided and need to be formatted and re-worked to meet marketing needs.
- PRODUCTION – Work with marketing department to determine print needs and coordinate orders with print house.
- BRANDING – Work alongside marketing to develop brand identity collateral including sponsor decks, team directories, client gifts, etc.
- EVENT MANAGEMENT – May be asked to help as needed at events in areas such as box office, catering, volunteer coordinating and sponsorship coordinating.

ABOUT THE CANDIDATE

GENERAL SKILLS AND ABILITIES:

- Strong experience with Adobe Design Suite including Photoshop, Illustrator, and InDesign.
- Proven ability to multitask and work under deadline
- Ability to manage 50+ campaigns at a single time
- Organized and extremely detail oriented - good proofreader
- Experience working with print
- Proficient with Google Apps and Microsoft Excel
- Self starter that takes initiative and is a quick learner
- Flexible and able to change plans on the fly
- Highly motivated with the ability to work without close supervision
- Team player that likes to have fun

QUALIFICATIONS

Degree in art or graphic design preferred; must be highly organized and competent in detail-oriented tasks as related to visual graphics. Must be able to manage multiple campaign and tasks at any given time. Must be able to work in a fast paced environment managing various projects and able to work

under pressure with deadlines. Flexible with work schedule as some projects require weekend and evening hours.

REPORT TO: Marketing Director

Start Date: ASAP

40+ hrs/week, Full Time with benefits

Salary Range: TBD based on experience

Some travel will be required.

Will work some nights and weekends.

To apply please email a cover letter, design portfolio, Myers/Briggs profile and resume to lindsay@transparentproductions.com. If you know your top 5 StrengthsFinder strengths please include those as well.