

Studio 78 Platinum Design

Title: Graphic Design. Digital Media
Department: Design and Marketing
FLSA: Non-Exempt
Immediate Supervisor: President
Supervises: No Supervisory Responsibilities

Position Purpose:

Create and produce various types of graphic designs, website designs, illustrative materials, digital signage productions, and layouts for an assortment of digital media or print options. Has responsibility of advising and assisting clients with assigned projects. Provides support for internal office projects which may include marketing materials, multimedia presentations and other duties as assigned by management.

Provide assistance when needed with maintaining existing websites.

May need to work closely with clients supporting client care for all products and services of Studio 78. Ensure that client interactions contribute to long term relationships and in accordance with Studio 78's Core Values.

Responsibilities:

Weight

Duties

40%

Digital Signage Productions and Graphic Design

Create digital signage productions as assigned. This may include developing content with the client and assembling various themes or templates using various software to create a production. Assigned projects may be client based or for internal purposes. Schedule production dates and publish production to the studio's digital signage server. Provide ongoing support to the client for interim changes as needed.

Provide design support for various graphic design assignments. This may include design and layout for corporate logos, collateral materials, website layouts, etc. Assignments may be client based or for internal purposes. Responsibilities may include all aspects of production, overseeing printing production and delivery of final product.

40%

Website Design and Maintenance

Provide website design layouts and support for current website projects to align with project details. This may include design and layout for any phase of the Studio 78 website design process. May interact with the client to ensure final website meets project requirements and client expectations.

Perform web maintenance requests on occurrence. Normal maintenance requests will be completed on or before 48 business hours of receiving the client request. All new sites and maintenance changes require internal proofing and when appropriate client signoff prior to going live.

20%

Other Duties

Contributes to team effort by accomplishing related results as needed. Perform additional duties as assigned by management. Other duties may include basic website maintenance and maintenance of client documentation, proofing of various projects, proper utilization of Accelo (project management software), and ensuring all data files on PC are properly saved on the server daily. Represents the company with various clients' projects and participates in client meeting/interaction as needed.

Job Qualifications

Education: Must have a minimum of a 2-year degree from a technical college in Graphic Design which includes some multimedia and web training.

Experience: Two years of related work experience is preferred but not required.

Competencies:

Managing Personal Effectiveness:

Communication Skills – Speaks effectively in individual or group situations; actively listens to what others say; expressed thoughts in a clear, thorough manner. Writes using good grammatical form and appropriate style; expresses ideas in a clear and concise manner.

Building Relationships – Develops effective working relationships within the office and develops professional relationships with clients and business associates outside of the organization.

Team Playing – Willingly collaborates and cooperates with others in the office; possesses effective working relationships with coworkers.

Problem Solving – attempts to solve own work problems in a constructive way; makes decisions that consider alternatives, supervisory direction and time constraints.

Organizing/Planning – handles work in an efficient, systematic way; keeps workstation orderly and arranged logically. Uses sound judgment in prioritizing tasks.

Abilities in the following areas:

Attention to Detail – attends to all-important details; notices errors and gaps; double checks own work and corrects errors before submitting.

Confidentiality – keeps confidential information. Divulges information only on a need-to-know basis.

Physical Skills:

In performance of duties the following equipment is utilized: calculator, telephone, personal computer, and other various office machines.

Knowledge in the following areas:

Numerical/Math – Knowledge of and ability to apply basic principles of mathematics such as adding, subtracting, percentages, etc.

Office Equipment – Working knowledge of commonly used design and multimedia softwares. General knowledge of banking products and services.

Personal Computer Skills – Must have working knowledge and experience using a personal computer. Prefer experience in Windows 7 and Office 2013 or higher. Must demonstrate ability to easily learn a variety of business and multimedia softwares.

I have reviewed this position description outlining my position purpose and responsibilities.

Employee Signature

Date

Studio 78 Platinum Design reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.