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JOB DESCRIPTION: GRAPHIC DESIGNER

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Our Graphic Designer will have a range of responsibilities while working as part of a multidisciplinary internal team. This person has an entrepreneur's spirit, creative passion and boundless curiosity.

Fifth Letter is a highly collaborative environment. As a result, this position provides the potential to work with senior staff and outside creative partners such as copywriters, illustrators, photographers, printers, interactive programmers and video editors. In addition, the Graphic Designer is involved with some client meetings and basic project management with assistance provided by the Senior Designer(s), Junior Designer(s) Studio Manager and/or Creative Director.

In short, we require someone with **curiosity, hunger and grit**; a gifted thinker who enjoys like-minded people as both co-workers and clients and is looking to grow via professional challenges and opportunities.

Client Projects

- Work with other designers and Studio Manager to maintain focus on project goals
- Development of comps, boards, web mock-ups and other work presentation tools as needed for both clients and creative partners (printers, programmers, editors, etc.)
- Participation in client meetings as needed and help with presentation of creative product
- Assistance with final project wrap-up and delivery for production
- Helping Studio Manager gather production estimates for projects (print, interactive, etc.)
- Work with Senior Designer(s) on copywriting, illustration, and photography direction internally, with external creative partners, or both
- Assistance with project research for client, industry and/or specific communications medium as needed
- Assisting Studio Manager and/or Senior Designer(s) with review and approval of printer proofs, video edits, website roughs, press checks and other preliminary production deliverables of work
- Maintain positive relationships with clients and ensure growth of the partnership



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Studio Projects

- Help Senior Designer(s) and/or Studio Manager archive projects both online (project assets/portfolio photography) and off (printed samples)
- Help Studio Manager organize design competition entries
- Personal time sheet organization and adherence to stated project budgets and timelines
- Occasional messenger and errand duties
- Keeping desk and work areas clean, plants watered, trash empty and helping with other “housekeeping” duties as needed
- Being a positive representative of Fifth Letter when in a business setting, including bringing any potential conflict of interest to attention of the Senior Designer(s).

EXPECTATIONS AND DESIRED RESULTS

- Finishing projects on time and on budget
- Collaborating effectively with entire Fifth Letter team
- Freely speaking up when something isn't understood, but only after reviewing project materials provided to you
- Project management, including the initiative to complete assignments on time without constant micro-managing (which may mean working beyond traditional hours)
- Pushing what is possible with projects regardless of size
- Always working to be challenged by project opportunities
- Holding self accountable when mistakes happen, and learning from them
- Being proactive about addressing workload/studio needs during downtime

STANDARDS

- Each project is an opportunity to showcase both your skills and those of the studio. Think about how you can make the project in front of you matter to you as a designer and to the client as a customer.
- Each project is a chance to enhance the designer-client relationship
- Each project opportunity can potentially grow into something larger. Think critically about the purpose, audience and desired results. Client pay us for thinking as well as doing.

KNOWLEDGE, SKILLS AND ABILITIES

Necessary

- Strategic design thought process
- Strong learning skills



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- Finding joy through collaboration via staff, creative and supplier partners
- Deep comfort with the Macintosh platform
- Knowledge of Adobe Creative Suite tools (including print, web, animation and video)
- Working knowledge of WordPress, including theme and plug-in familiarity (or desire to learn)
- Basic HTML/CSS/Javascript familiarity
- Being passionate about and plugged into the industry enough to identify trends, know who the A-players are, the right blogs to post to, etc. (i.e. trendspotting)

Nice to Have

- Knowledge of the Windows platform, Microsoft Office applications
- Understanding of Webflow development platform
- Mobile design experience
- Social media savvy and experience using social plug-ins

EXPERIENCE

- College degree in graphic design or similar major or book of work that reflects similar real-world knowledge.

SPECIAL REQUIREMENTS

- While we believe in a work-life balance, there will be times when after-hours work is expected to meet client deadlines.
- A deep interest in something outside of design that can inform your creativity when you're here in the office.

POLICIES AND PROCEDURES

- Complete policies are outlined in our employee handbook.

BENEFITS

- Annual membership to American Institute of Graphic Arts (AIGA)
- One week of paid vacation per year, based upon current work schedule, accrued at a rate of one day for each two months of employment
- Paid holidays including New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the following Friday, and Christmas Day
- Sixteen (16) paid hours of sick time per year
- Eight (8) paid hours of personal time per year





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- Simple IRA
- Free coffee and snacks
- Additional benefits may come at later date as opportunities and needs arise for the company

SCHEDULE AND SALARY

- Work hours are Monday through Friday mornings from 8:30 a.m. to 5:30 p.m. with an hour break for lunch (full-time, 40 hours per week), **with the understanding that overtime will be required from time to time to meet client deadlines.**
- Salary is commensurate with experience.
- Performance review after three months (probationary period), again at six months and annually afterward with opportunity for salary increases at each interval.

Please feel free to get in touch with any questions you may have.

