

Graphic Designer (GD)

Concentration: All Vertical Markets

Reports To: Digital Services Manager (Christina Schweighardt)

FLSA Status: Exempt

Department: Digital Services

Division: West/East

Description:

Team Phun provides custom business to business branding solutions for all vertical markets that are designed to increase brand recognition, promote events, or be used as resale merchandise. The company functions as a partner with contract vendors through a global supply chain delivering client products/services including custom apparel, promotional items, graphic design, event merchandise, signage, and digital services.

Job Summary:

Team Phun is seeking an entry-level graphic designer to support the sales process and clients by creating digital product mockups and custom artwork. Additional duties and responsibilities include the following. Other duties may be assigned.

- Creates digital mockups of merchandise purchased by clients with client art and product imagery. This includes imprint size callouts, universal color codes for production (Pantones, thread color codes, etc.), relevant production information, and vendor production notes
- Creates production files for work orders using Adobe Illustrator
- Works directly with clients to create custom digital designs and/or logos
- Manages critical design project elements using stock/customer provided logos and artwork, client notes after editing sessions, and any needed revisions from client meetings
- Creates and designs various materials for print and digital collateral for clients and Team Phun
- Evaluates software and recommends purchases as needed
- Transfers stock/customer provided logos and artwork with clients during editing sessions regarding needed revisions and editing of generated graphic elements
- Operates computer programs to include
 - Adobe Illustrator
 - Adobe Photoshop
 - Adobe InDesign
 - Google Suite
 - Client Proofing Software
 - Merchandise Production Software
- Provides reporting on timeliness, responsiveness, mockup efficiency, and revision ratios for Digital Services Manager (DSM)
- Work with contracted art and design teams to manage project elements, when necessary
- Performs other job functions as needed

Metrics & Standards (Available to Qualified Candidates)

Skills:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Time Management	Team Player/Solution Driven
Adobe Illustrator Knowledge	Spreadsheet Skills
Adobe Photoshop Knowledge	Detail Oriented and Self Starting
Adobe InDesign Knowledge	Reasoning and Problem Solving
Oral Communication Skills	Design & Internet Software
Written Communication Skills	Salesforce Knowledge

Education/Experience:

Associate's degree from two-year college or university; or one to three years related experience and/or training; or equivalent combination of education and experience.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands and reach with hands and arms. The employee is frequently required to walk and talk or hear. The employee is occasionally required to stand and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. On occasion, the employee may be required to lift, carry, and move materials weighing up to 40 lbs.