



Graphic Designer Position Description

Position Title: Graphic Designer

Reports to: Marketing & Communications Director

Position Summary: The staff member in this position is responsible for assisting in the graphic design and layout of the Club's regular digital and print communications as well as creating various ad hoc design projects including menus, pamphlets, brochures, programs, invitations, posters, signs, etc. Additionally, this position is responsible for maintaining and implementing the Club's brand standards.

Essential Functions:

- Responsible for the design of the Club's publications, various ad hoc design projects, including menus, pamphlets, brochures, programs, invitations, posters, signs, etc.
- Responsible for collaborating with other departments to complete their projects on an as needed basis.
- Responsible for maintaining the Club's logo and brand standards. This involves working with various Club departments to ensure appropriate use of the branding.
- Assists with the Club's photography including taking photos, archiving and maintaining photo files, as well as editing photos and preparing them for publication.
- Helps maintain brand standards on website and social media.

Qualifications and Skills:

Education: Has a creative degree

Experience: Minimum one year prior creative design experience via school or company.

Additional Skills: Photoshop, InDesign, Illustrator, Microsoft Word, PowerPoint. Personable and professional demeanor, strong organizational skills, prepress experience a plus.

This is a part-time position. Hours are dependent on workload. Typically, this position is expected to work 3-4 days a week (approximately 25 hours), but individual must be flexible.