

GIRVIN, INC.

J O B D E S C R I P T I O N

POSITION: **ASSOCIATE DESIGNER**

A creative, passionate design thinker who can create compelling and strategic design solutions across a variety of media to engage the consumer and meet brand objectives.

QUALIFICATIONS:

- A minimum of 3-5 years' experience in a in a design agency environment.
- A strong portfolio showcasing a diverse range of work including most of the following disciplines: corporate and product identity; business papers; collateral systems; packaging; environmental graphics; social media; UX and Web design.
- High level of proficiency within Adobe Creative Suite; specifically Illustrator, Photoshop and In Design. Proficiency with Office including Outlook.
- Ability to translate business objectives into design strategies
- A high level of typographic sensitivity.
- Excellent written/verbal communication skills.
- Ability to work collaboratively in a team environment
- Excellent project management skills; including coordination and management of necessary resources; successful management of financial and billing issues; effective multi-project management and proactive decision-making.
- Apply creative and critical thinking throughout the design process.
- Have knowledge of all final media requirements. Apply proficient solutions to these requirements from concept to completion, maintaining adherence to the highest Girvin, Inc. standards.
- Integrates thorough knowledge of technical regulations effecting design decisions.
- Possess drive, initiative, discipline, composure and humility.
- Must be willing and able to travel from time to time as needed.

RESPONSIBILITIES:

- Support in building client relationships and new business development.
- Develop smaller new project schedules in coordination with the design team.
- Refine concepts in conjunction with design team and client input.
- Develop targeted design concepts.
- Provide support as an active participant to the design team during client meetings.
- Provide support in the production and preparation of presentation materials.
- Provide support for BrandQuests® throughout the design and production process.
- Create summary reports that are conclusive and factual representations of the clients' needs and desires to present to the staff involved with the project.
- Mentor growth of the Assistant Designers.
- Art direct smaller photo shoots, attend larger photo shoots and support in coordinating resources.
- Commit to and implement ethical design practices.
- Build partnership and communication skills among entire Girvin staff.
- Build passion, foster pride and develop teamwork within firm.
- Adhere to the Girvin PartnerCode™ during all interactions; values of teamwork, respect, commitment to other's success, providing recognition, ensuring clear communication.
- Other job related duties as assigned by supervisor.

This is not an employment contract; responsibilities outlined may change due to the nature of our evolving business environment.