

**GIRVIN, INC.**

**J O B   D E S C R I P T I O N**

POSITION:        SENIOR DESIGNER

REPORTS TO:    CREATIVE DIRECTOR

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 5-8 years' experience in strategic design solutions and client related activity with an emphasis with environmental design, logo design, packaging, environmental graphics, social media, UX and Web design.
- A strong portfolio showcasing a diverse range of work including most of the following disciplines: packaging; environmental graphics; social media; UX and Web design.
- Solid understanding of usability standards for web and mobile.
- High level of proficiency within Adobe Creative Suite; specifically Illustrator, Photoshop and InDesign. Proficiency with Office including Outlook.
- A high level of typographic sensitivity.
- Ability to work collaboratively in a team environment.
- Experience working with development teams to coordinate handoffs of design assets.
- Experience with prototyping tools a plus (InVision, Principle, etc.)
- Experience in digital advertising, motion design, and/or email marketing.
- 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.
- Ability to translate business objectives into design strategies.
- Excellent written/verbal communication skills.
- Able to give and receive feedback to continually improve the process and quality of work.
- Ability to facilitate meetings and present ideas in a clear, effective manner, both internally and within the client setting.
- Ability to organize, prioritize, and meet deadlines within sometimes challenging time frames.
- Excellent photo art direction skills including coordinating and managing any necessary resources.
- Excellent ability to monitor and assist in negotiating budget issues with clients and outside resources in a positive “win/win” manner.
- Knowledgeable of all final media requirements. Apply proficient solutions to these requirements from prototype stage to approval stage and completion stage, maintaining adherence to the highest Girvin, Inc. standards.
- Interest in mentoring and developing associate and assistant level designers.
- Exhibit drive, initiative, discipline, composure and humility.

#### **DESIGN/MANAGEMENT RESPONSIBILITIES:**

- Proactive collaboration with Principle, Creative Director, Marketing Strategist or Finance Director on budget issues prior to proposal.
- Build strong client relationships and seek out new business development opportunities.
- Develop project proposals, schedules and budgets in coordination with Principal, Creative Director and strategic design team.
- Pro-actively question client regarding design criteria. Create summary reports [creative briefs] that are conclusive and factual representations of the clients' needs and desires to present to the project team.
- Lead and/or support Girvin team at client kickoff meetings. Present design concepts with strategic design team during client meetings.
- Refine concepts in conjunction with design team and client input.
- Execute and manage the BrandQuest® strategic planning throughout the design and production process.
- Collaborate and communicate clearly with the entire strategic design team.
- Integrate thorough knowledge of technical regulations effecting design decisions.
- Manage, evaluate and/or acquire associate design and production staffing for efficient project execution and completion.
- Other job related duties as assigned by supervisor.

#### **GIRVIN STRATEGIC RESPONSIBILITIES:**

- Build partnership and communication skills among entire Girvin staff.
- Build passion, foster pride and develop teamwork within firm.
- Commit to and implement ethical design practices.

- 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. At Girvin we observe and ensure the values of teamwork, respect, recognition, communication, and commitment to the success of both our clients and the Girvin team.

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