



Graphic Designer Job Description

Title: Graphic Designer / Intern
Position Reports To: Principal

Revised: 9/01/14
Grade Level: 9
Authorized By: _____

Key Results Areas: (State the general nature, level and purpose of the job in summary form)

The Graphic Designer is a lead designer for all digital and printed creative materials produced by Red Rock. The position is responsible for designing and producing innovative and impactful visual communication materials that satisfy the marketing objectives of Red Rock's clients. The GD will represent the Graphic Department and assist in new business development activities and in the creation of presentations. The GD works in conjunction with the Principal in developing project estimates and managing approved programs insuring the budget, billing and revenue are in line with Management's expectations for the project.

Nature and Scope of Activities: (Reporting structure and the impact the job has on the company)

The GD reports directly to the Principal. Graphic Design Interns report to the GD. The position works to ensure timely and profitable execution of the Client's program. The GD is responsible for insuring all of Red Rock Communications, Inc.'s policies and procedures are followed. The GD's input and decisions could impact project profitability.

Principal Duties and Responsibilities: (Responsibilities critical to the successful performance)

- ✓ Works with Principal to insure on-time, safe and legal implementation of all programs.
- ✓ Interfaces and attends Client meetings as required.
- ✓ Interfaces with printers and other relevant production suppliers.
- ✓ Manages, schedules and coordinates the execution of initiatives for assigned projects.
- ✓ Responsive to budget issues in order to maintain profitability of assigned projects.
- ✓ Prepares contact reports for management and client detailing meetings & conversations.
- ✓ Monitors compliance with company policies and procedures pertaining to hiring and expenses.

Working Relationships: (Describe the type of interaction and supervision required)

Position will interact with every department in the company and will interface with the client as required. Must coordinate activities within the company and with outside suppliers as well as deal effectively with the client.

Qualifications Required: (Education, Experience (Years/Type), Other)

Education: Undergraduate degree in Graphics Communication field required.

Previous Experience: 3-5 years experience in graphic production. Thorough Knowledge of Quark, Photoshop, Illustrator and other computer programs as applicable.

Other: Individual must be a self-starter and exhibit solid organization, inter-personal communication and beginning personnel management skills. Must be a team player.

The above statements are intended to describe the general nature and level of work being performed by individuals in this job. They are not intended to be an exhaustive list of the responsibilities, duties or skills required of individuals so classified.