Graphic Designers

JOB SUMMARY

The Graphic Designers are responsible for the design, production, and adaptations of Random Acts' visual elements. These elements include, but are not limited to: artwork and graphics for the web, such as banners, buttons, and headers; letterhead; business cards; t-shirts; buttons; and all other merchandise. The Graphic Designers also produce artwork to support the organization's campaigns and projects, which may include promotional images, posters, and working with stock images.

The Graphic Designers also support the implementation of Random Acts' branding guidelines, and provide support for all members of staff in utilizing the brand. Reporting to the Marketing Co-Manager (Creative Arts) and collaborating closely with the Sr. Design Officer, the Graphic Designers provide flexibility and cover/support for the rest of the Marketing Department where required.

RESPONSIBILITIES

- Primarily responsible for designing, creating, and editing artwork for Random Acts' branded images, printed materials, merchandise, and the web using Random Acts' brand guidelines
- In collaboration with the Development Team, create informative and visually-appealing Annual, Quarterly, and Special Reports
- Work as a team to manage their workload
- Edit photographs where necessary for print and the web
- Keep the Marketing Co-Manager (Creative Arts) and Senior Design Officer informed of project progress as well as meet deadlines
- Provide any other adhoc technical art skills to the team that may be relevant
- Keep the Marketing Manager informed of significant problems that jeopardize the well-being of the organization, escalating to the Director and Leadership Team where necessary
- Attend regular staff and departmental meetings
- Any other projects or duties as requested by the Marketing Manager

DESIRED QUALIFICATIONS AND SKILLS

- Knowledge and experience in Adobe Creative Suite, or an equivalent design software
- Experience in producing artwork that complies with branding guidelines, and is produced to fulfill a design brief. Corporate experience is highly desirable.
- Ability to work effectively with diverse groups, including staff, supporters, peers and the public
- The ability to communicate effectively, whether verbally, visually, or in writing, as well as strong interpersonal skills
- Excellent computer skills
- The ability to work independently as well as in a team, and the ability to manage tasks or projects from implementation through to completion
- Creativity, enthusiasm, and attention to detail
- Excellent organizational and time management skills, as well as the ability to multitask effectively
- Flexibility concerning work schedule to accommodate evening and weekend meetings
- Certificate or equivalent in marketing, graphic design, fine arts or related field
- 1 – 3 years of experience in marketing, graphic design, or fine arts, and a portfolio of relevant work

ENCOURAGED BUT NOT REQUIRED

- WordPress/PHP backend development experience
- Video editing experience
- Motion graphics experience
- Strong vector illustration skills
- Strong typography skills