



Production Designer

JOB DESCRIPTION

JOB TITLE:	Production Designer
DEPARTMENT:	Marketing
POSITION REPORTS TO:	AVP Brand & Creative
EXEMPT OR NON-EXEMPT:	Exempt (Professional)

SUMMARY OF BASIC FUNCTIONS: This position fulfills digital and print graphic needs related to marketing Fort Worth as a convention and leisure destination. Focus is on executing and updating approved concepts with opportunities to enhance over time.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

Graphic Production –70%

- Completes artwork/layouts according to specifications as assigned by AVP Brand & Creative.
- Generates concepts and layouts for review by AVP Brand & Creative, internal customers and other team members.
- Confirms production deadlines and printing specifications with internal customers. Proactively stays up to date on the status of all projects.
- Reviews all work for errors/omissions before submitting for approval and makes requested changes/corrections promptly and correctly.
- Maintains proficiency of relevant applications needed to complete work.
- Manage archiving of digital assets as assigned.

Presentation Support –20%

- Prepares materials for presentations and proposals in digital or print formats as required. Work with team members to collect and format content.

Event Design – 10%

- Support major brand experience events such as customer familiarization visits, activations during conventions and annual meetings.
- Manage audio visual duties during assigned presentations and meetings.

POSITION QUALIFICATIONS:

Education –	Bachelor degree in graphic design, art or fine art preferred.
Experience –	Minimum one to three years working in graphic design or production preferred. Experience generating infographics is a plus.
Special skills –	Knowledge of production processes including but not limited to proficiency in PhotoShop, InDesign and Illustrator. Working knowledge of Microsoft Office a plus. Knowledge/skills required for this position include typography, type specification, photo cropping/sizing, image manipulation, digital illustration skills, digital advertising production, digital and print color specification, etc. Experience in marketing art production with working knowledge of printing techniques and requirements (inks, papers, digital pre-press and typography/font management) is required. High attention to detail. Demonstrated proficiency and consistency in fast-paced team environment with service-oriented attitude. Must possess excellent organizational skills and the ability to coordinate multiple projects at once.

WORKING CONDITIONS:

Although work hours are generally M-F, conditions involve irregular hours subject to varying, unpredictable situations while coordinating multiple projects and priorities. The ability to effectively communicate with internal and external parties is also required. Team can work from home Mondays and Fridays, in office Tues-Thurs.

RESPONSIBILITY FOR THE WORK OF OTHERS:

None

PHYSICAL DEMANDS:

Sitting - Constant
Standing - Occasional
Walking - Occasional
Lifting - Rare (heavy, 50 lbs.)
Carrying - Rare (heavy, 50 lbs.)
Pushing - Rare (heavy, 50 lbs.)
Pulling - Rare (heavy, 50 lbs.)
Reaching – Frequent

Handling - Frequent
Kneeling - Rare
Stooping - Rare
Crouching - Rare
Bending - Occasional