

NEW ORLEANS COMPANY

POSITION TITLE: ASSISTANT GRAPHIC DESIGNER

DEPARTMENT: MARKETING

ACCOUNTABLE TO: SENIOR VICE PRESIDENT & CHIEF MARKETING OFFICER

STATUS: FULL-TIME, EXEMPT

Primary Objective of the Position:

Prepares visual presentations by designing print and web layouts. Prepares work to be accomplished by gathering information and materials; illustrates concept by designing layout of art and copy with regards to arrangement, size, type size and style, and related aesthetic concepts.

Major Areas of Accountability:

- Create and produce cohesive design solutions for both print and web applications including collateral and print ads, newsletters, online ads, infographics, social media ads, email marketing templates, PowerPoint presentations, one-sheeters, display graphics and more.
- Collaborate with our in-house communications and marketing teams, as well as other departments, to formulate and execute an array of communication programs to promote conventions, meetings, leisure tourism, membership, advocacy and public relations initiatives, and more.
- Actively participate in numerous team and committee-driven projects that serve to promote a variety of initiatives and campaigns; collaborate with internal resources and creative partners on related communication design projects to implement on-time and on-budget.
- Various projects and duties as assigned.

Education and/or Experience:

Bachelor's degree in Graphic Design and five to eight years' experience and/or training or equivalent combination of education and experience. A strong portfolio showing past professional work.

Computer Skills:

Strong proficiency in all industry-leading software, including Adobe Creative Suite (InDesign, Illustrator, Photoshop). Must be proficient in Microsoft or similar. Knowledge of spreadsheets and database programs, desired.

Language Skills:

Possess excellent verbal and written communication. Ability to read and interpret documents and to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

Physical, Mental & Environmental Demands:

While performing the duties of this job, the employee is regularly required to sit; and use hands to finger; reach with hands and arms; and talk or hear. The employee is required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception. Must be able to travel by airplane and operate a vehicle.

The working environment is typical for an office and does not require exposure to difficult or hazardous conditions. This position will require some weeknight and weekend assignments, often on location. Ability to travel including overnight stays. Must work well in a team environment.

Disclaimer Statement:

The above is intended to describe the general content of and requirements for performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements and does not imply a contract.

Responsibility for Work of Others: None

New Orleans & Company provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, or status as a covered veteran in accordance with applicable federal, state, and local laws. New Orleans & Company complies with applicable state and local laws governing non-discrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.