

Graphic Designer Job Description

We are looking for an extremely organized, detail oriented, graphic designer with exceptional communication skills to join our fast-paced, growing company. This position will provide direct support to Audrey Hunt, our Head of Creative. The right candidate will have experience with high volume production and project management skills as they will collaborate on various project.

Key Responsibilities:

- Work daily to assist Head of Creative and other departments to transform concepts into visual executions that deliver and maintain brand message
- Contribute to creative process, brainstorm, and collaborate to consistently deliver high-quality work, while staying true to our values and customer base
- Assist in producing mock-ups and final proofs for various projects
- Convey the brand voice and visual design to be used across all marketing and communications in printed collateral, online, digital, website presence, social media platforms, apparel, space, and advertising that reflects the spirit, identity, and integrity of the brand
- Assist Head of Creative daily with all administrative duties: schedule meetings, manage calendar, manage various projects and deadlines, print management, etc.
- Liaise with vendors, contractors, and coordinators

Required Qualifications:

- Two or more years of professional experience working in the field of graphic design/communication arts, branding, and/or marketing
- Knowledge of requirements and experience working with digital design
- Possess leadership and organizational skills
- Strong emphasis on original design, as well as the ability to conceptualize and utilize existing templates and stock art media
- Must be proficient in Adobe, InDesign, Illustrator, and Photoshop
- Proficient in Microsoft Word, Excel, and PowerPoint
- Proficient in file sharing
- Proficient in web production applications is a plus
- Able to keep on schedule and multi-task in a busy, production-intensive environment
- Copywriting/editing/proofreading skills preferred
- Well organized with digital filing and daily tasks with astute attention to detail
- Must be extremely creative
- Ability to be flexible with schedule during critical projects and deadlines

About White Space

White Space is an independent strategy and brand experience design company. We help shape how you talk about your business, where you talk about your business and create what all of that will look like.

From retail, hospitality, non-profit and community focused industries, we are proud to partner with some of the best companies in SE Minnesota for the past ten years.

White Space has an office in downtown Rochester, MN. The ideal candidate would be within a few hours' drive from our studio. Although some work can be completed remotely, we value working together in person on a regular basis.

Equal Opportunity Employer Statement

We are an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This statement applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Our company makes hiring decisions based solely on qualifications, merit, and business needs at the time.

Job Type: Full-time, salary

Location: Rochester, MN

Experience: Graphic Design, Communication Arts, Branding, or Marketing: 2 years (Required)

Timeline: We are looking to fill this position by March 1, 2022

Please submit your resume, a cover letter, and link to your portfolio examples to hello@whitespaceco.com.