



## **Graphic Designer Marketing & Conference Production**

Part-Time: 10-20 hours a week

Salary Range: \$20/hour-\$35/hour

Remote

### **Summary of Position**

The Graphic Designer will report to the Senior Graphic Designer, carrying out the visual communication goals of Artia Solutions, Crossroads: An Artia Solutions Conference, The Garner Group, and The Pricing Group. Responsibilities include a variety of digital and print design tasks across different platforms. This role requires excellent communication and design skills and the ability to self-manage in an environment that prioritizes quality.

### **Principal Duties & Responsibilities**

- Assist the Senior Graphic Designer with design tasks, including but not limited to:
  - Creating/updating templates in Microsoft Word and PowerPoint
  - Using Adobe InDesign, Illustrator, Photoshop, and Acrobat Pro to create print and digital materials for three companies and Crossroads event, carefully maintaining the established branding for each
  - Working with vendors to finalize print and digital design deliverables according to project vision
- Use CVENT, Emma, WordPress, and Hubspot to support marketing team
- Provide design support for the marketing team
- Provide as-needed design assistance to staff
- Regularly track tasks and progress on Microsoft Tasks, Microsoft Lists, and Outlook's calendar

### **Educational and/or Experience Requirements**

- Excellent communication skills and a strong design portfolio
- Bachelor's degree in graphic design (preferred)
- 3 years professional graphic design experience
- Ability to self-motivate, work independently, and manage time efficiently
- Up-to-date knowledge of Adobe InDesign, Illustrator, and Photoshop
- Up-to-date knowledge of designing in Microsoft Word and PowerPoint



- In addition to the minimum requirements above, preference will be given to candidates with:
  - An innovative, creative outlook
  - Willingness and discipline to learn new systems
  - Excellent attention to detail
  - Experience with CVENT, Emma, WordPress, and Hubspot

### **Commitment to Diversity**

Artia Solutions is committed to creating a diverse and inclusive workplace. We encourage candidates from all backgrounds to apply, and we strive to provide a work environment where everyone feels valued and respected.

### **How to Apply**

Please email your **resume and design portfolio** to [careers@artiasolutions.com](mailto:careers@artiasolutions.com). Be sure to highlight your relevant experience and why you're a great fit for this role. We look forward to reviewing your application!