

We're looking for a

# Graphic Designer

## Company Overview

---

Ship Creek Group (SCG) specializes in projects with clear end goals that require multiple competencies, including local campaigns, ballot initiatives, and marketing for nonprofits. We are a one-stop-shop, our work ranges from coordinating a candidate's schedule, to rebranding local nonprofits and small businesses, to shooting and producing professional TV commercials. Our team is built around the idea that a small group of folks with shared values and different skills can get stuff done more effectively by working together. We adhere to the simple premise that our work should push forward leaders, organizations, and ideas that raise the bar in our community.

<b>Position</b>	Graphic Designer
<b>Location</b>	Remote
<b>Job type</b>	Contract through December 2024, with potential to extend
<b>Start date</b>	ASAP
<b>Rate</b>	\$40-60/hr, commensurate with experience
<b>Reports to</b>	Janine Hearne, Senior Creative Director

## Scope

---

SCG is seeking a Graphic Designer to produce print, mail, and digital content for political and candidate campaigns, and non-political projects. Production includes each step of the process from conception through distribution. The work will primarily consist of producing assets such as campaign logos, signs, literature, mailers, advertisements, infographics, digital graphics, event invitations and simple video editing. The graphic designer will work under the Senior Creative Director, and also work closely with project and campaign managers at the start of each week to develop concepts, produce and edit drafts, and finalize for publication by the end of the week. They will work smart, not hard - managing their time efficiently to allow high volume production. If you love a good layout, enjoy the challenge of telling a visual story, and can expertly navigate clients with big ideas, knowing when to let their vision fly and when to put your editing hat on, this is the gig for you.



## Areas of activity

---

- **10% Pre-Production**
  - Meet with Project/Campaign Managers to brainstorm concepts for design projects
- **80% Production and Design**
  - Build individual brand kits for projects and campaigns
  - Design all print and digital materials for projects and campaigns including:
    - Contribulopes, Thank You cards, postcards, Yard signs
    - Door hangers, mailed position pieces and flyers, event invitations
    - Logo and associated materials (T-shirts, pins, letterhead, etc)
    - Social media-compatible content (primarily for Facebook and Instagram) such as memes, infographics, and static images
    - Digital advertisements
  - Work with Project/Campaign Managers to provide drafts to clients in a structured way
  - Build and maintain campaign/project websites using Squarespace (or similar tool)
- **10% Administration**
  - Maintain folders for campaign graphics in SCG's shared Google Drive and Wrike project management software to manage version control

## Minimum qualifications

---

- Professional degree in graphic design or similar field, or 3+ years relevant experience
- Strong corporate design portfolio showcasing print & web design that demonstrates an understanding of brand strategy and a range of creative platforms/formats
- Fluency in Adobe Creative Suite, Wordpress
- Branding experience
- Neurotic attention to detail
- Proven ability to see tasks through from briefing to production, to be responsive to feedback and provide fast, accurate turnarounds, and to handle conflicting deadlines across clients
- Self-motivated, able to work virtually and independently in a fast-paced environment

### Nice to have, but not required:

- Previous campaign experience
- Fluent in Squarespace, experience with Elementor

## How to apply

---

Please email a resume, cover letter and portfolio to [admin@shipcreekgroup.com](mailto:admin@shipcreekgroup.com).

