



Job Description

Where do you want to go? Pivot is a customer engagement agency that comes alongside our clients to help them comprehend their markets through our research division, connect with their audience through our marketing and creative services agency, and convert leads into opportunities through our training division. We are a group of dreamers and hard workers who love telling our clients' stories. We also love ice cream, because ice cream.

"All applicants must submit a cover letter with your salary requirements and tell us what your favorite file format is and why."

Job Title: Production Designer

ESSENTIAL DUTIES AND RESPONSIBILITIES (OTHER DUTIES AS ASSIGNED):

- 1. Assists the design and marketing team in bringing to life client stories, messaging and product value propositions through visual presentation.**
- 2. Collateral will include traditional (print, billboard, direct mail) and digital outputs (social media graphics, static display ads, email imagery/layouts).**
- 3. Work with Pivot's marketing and creative teams to get client advertising and/or communication materials produced on-time and of high quality.**

Job Duties/Competencies:

- Maintains appropriate file structure and naming conventions.
- Based on client approved designs, resizes and recreates layouts in various formats.
- Prepares layouts based on the input of other team members.
- Executes mockups with quality and timeliness.
- Obtains approval of work by submitting drafts for approval.
- Prepares files for print/prepress and digital output.
- Proofs work for accuracy.
- Completes projects by coordinating with outside agencies, printers, etc.
- Continues education on current design trends and technological applications through attending workshops, reviewing profession publications, and participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.
- May occasionally help brainstorm marketing ideas and new campaign concepts.
- Ability to assess workload and communicate time/deadline needs
- Cultivates Pivoteer Values
 - Approach problems with a "Can-Do" attitude
 - Ability to give and receive quality feedback in the moment
 - Pursue understanding and ask clarifying questions

- Produce tangible results
- Impress peers and clients through service and surprise
- Value people by showing genuine concern
- Take chances, encourage curiosity, hone craft

Supervisory Responsibilities

There are no supervisory responsibilities with this position.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience

2-4 years of experience.

Bachelor's Degree Preferred (experience in lieu of degree will be considered)

Language/Communication Skills

Reviews designs for errors before printing or publishing them.

Give and receive critique over design review channel or in-person conversations—including brand ambassadors and/or senior designer.

Communicate proactively/consistently with traffic manager on availability and work-load.

Looks out for consistency issues and process improvements within team workflow and project management

Ability to communicate with coworkers in person and online

Computer Skills

Adobe Creative Cloud (Proficiency in AI, ID, PS).

Adept in Microsoft Office.

Other Skills & Abilities

- Graphic design skills
- Technical knowledge of file formats
- Technical knowledge of color spaces
- Layout skills
- Creativity
- Flexibility
- Attention to detail
- Deadline oriented
- Able to give and receive constructive criticism

Travel Requirements

There are no travel requirements for this position.

<p>Physical Demands</p> <p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this Job, the employee is regularly required to sit. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.</p>	<p>Work Environment</p> <p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>The noise level in the work environment is usually quiet.</p>
<p><i>Department:</i> Design <i>Reports To:</i> Senior Design Lead <i>FLSA Status:</i> Exempt, Full Time</p>	<p><i>Prepared By:</i> Jessica Lyon <i>Prepared Date:</i> 12/15/17 <i>Approved By:</i> Monica Santi <i>Approved Date:</i> 12/15/17</p>