



## Graphic Designer

The Downtown Dayton Partnership – a non-profit organization with a mission to make downtown Dayton a better place to live, work, invest, and visit – is looking for the right person to join our team as **Graphic Designer**.

This position requires a minimum of an Associate's Degree and related experience in the areas of graphic design, branding, marketing, and project management. The successful candidate for this position must be creative and display a high level of organization, attention to detail, written and verbal communication skills, and graphic design skills.

### The ideal candidate will meet the following qualifications:

- Associate's/Bachelor's Degree in design, marketing, visual communications, or a related field
- 3-5 years of relevant experience
- A strong portfolio of graphic design work in a variety of styles and mediums
- Experience working with printers, including producing print-ready files, conducting proof checks, and communicating with printers to ensure accuracy of final printed product
- Knowledge of basic branding principles and experience designing pieces within a unified brand/consistent look
- Proven ability to manage multiple projects simultaneously and meet tight deadlines
- Attention to detail with the ability to produce work with minimal errors, typos, or mistakes
- Effective verbal and written communication skills
- Strong PC and Mac ability, including proficiency in Adobe InDesign, Illustrator, Acrobat, and Photoshop, as well as Microsoft Word, and Outlook or Gmail email packages. Experience with web design and related software packages is a plus.
- Preference may be given to candidates with strong photography skills and experience.

### Duties and responsibilities include:

- Producing a large number of design pieces, including such print pieces as posters, postcards, brochures, event maps, print ads, business cards, etc., and such electronic pieces as e-mail newsletters, images for websites, digital advertisements, PowerPoint presentations, etc.
- Keeping a consistent brand for the organization and its various programs and services
- Maintaining an online calendar of events, including inputting events into the calendar, searching websites for events, ensuring accuracy and quality of event listings, and laying out weekly e-blasts
- Attending internal meetings and contributing to marketing initiatives and discussions
- Other projects or duties as assigned

If you are interested in joining our team, please email a cover letter and resume to [turner@downtowndayton.org](mailto:turner@downtowndayton.org), or mail to **Downtown Dayton Partnership, 10 W. Second Street, Suite 611, Dayton, Ohio 45402**.

Links to online design portfolios may be included with cover letter and resume. Candidates selected for interviews will be asked to bring a hardcopy portfolio.