



Greater Phoenix Chamber of Commerce

JOB DESCRIPTION

JOB TITLE: Graphic Designer
DATE REVISED: 01.05.12
REPORTS TO: Director of Marketing

JOB SUMMARY:

Work with the Marketing Coordinator to manage and implement the graphic design creative process for the Greater Phoenix Chamber of Commerce. Conceptualize designs and manage projects from initial design through production. Work with Chamber staff to integrate photos and illustrations attractively with text for use in print, electronic, and web-based promotional materials, such as online and print advertising, postcards, sales collateral and website. Coordinate and drive consistent design throughout all Chamber marketing/promotional materials. Preserve graphic standards for the Chamber, communicating regularly with the Marketing Director and Senior Management on direction and creative needs. Source and coordinate printing and production for Chamber collateral, along with other vendor services needed by the Chamber.

PRIMARY / ESSENTIAL JOB DUTIES:

Implement branding standards by preparing a variety of graphic design and layout work, including sketches, drawings and illustrations in the preparation of advertisements, sales materials, brochures, newsletters, electronic and printed materials and various production techniques, which include computer graphics systems and software. Have knowledge of different print processes and mailing procedures, and be able to work with the Chamber's copy center employee. Be aware of current and upcoming social media tools. Take photographs at requested Chamber events and member programs. Be able to manage a high volume workload and competing deadlines.

REQUIREMENTS:

Due to the nature of the Chamber events and programs reliable transportation and a flexible schedule is required for this position. Experience in desktop publishing/graphic and web design using programs such as the Adobe Suite: Adobe InDesign, Dreamweaver, Photoshop, Illustrator and other Microsoft and multimedia applications as needed.

QUALIFICATIONS:

Bachelor's degree in Graphic Design or related field and one (1) year experience in graphic design, including experience in web graphic design OR two (2) years experience in graphic design, including experience in web graphic design OR, any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved. Experience with desktop publishing/graphic and web design using programs such as the Adobe Suite: Adobe InDesign, Dreamweaver, Photoshop, Illustrator and other multimedia and design applications. Excellent interpersonal, organization, communication and project management skills are essential. **Photography skills a plus.**

Interested candidates please send a resume, cover letter and a portfolio of prior work to Jody Ryan at jryan@phoenixchamber.com Documents can also be mailed to Jody's attention at 201 North Central Avenue, 27th Floor, and Phoenix, AZ 85004. Please do not mail original documents.