



Job Title	<i>Graphic Designer</i>
Reports To	<i>Sr. Creative Director, Design & Marketing</i>

Job Purpose

This position produces graphic design and print production projects for the company, and provides support to the Senior Director, Marketing & Design, which comprises assisting with various publications, communications, graphic design, and layout needs for print and digital materials. Interest or experience in web design, video, and photography a plus.

The ideal candidate should have original ideas, be open to learning more, create impressive designs, and have a keen eye for detail. This role will support the design and creative functions for CEM In all marketing channels. Our ideal candidate thrives in a fast-paced environment and has a good handle on the latest design trends and responsive web and mobile best practices.

Full-Time

Non-Exempt

Duties and Responsibilities

- Conceptualize, design, and implement creative graphics and content as assigned by the Senior Director, Marketing & Design, for both print and digital, on time and within budget for Chicago Event Management and all the events CEM produces
- Responsible for laying out materials in accordance with the approved brand guidelines of CEM and event sponsors and partners
- Develop and design layouts, inclusive of copy and images for sales collateral (PDF and PPT), digital ads, social graphics, onsite promotional materials, guides, maps, ads, and other print and digital materials in accordance with the approved brand guidelines of CEM
- Produce website graphics and ads, email marketing materials and social media graphics
- Update and enhance existing presentations and collateral, design new ones, for sponsorship, sales, and other departments as needed, such as, event partnership, community outreach, etc.
- Assist communications team with edits to digital assets (email, landing pages, content downloads) inside CEM's CRM tool, or other selected web marketing tools
- Assist with advertising and marketing, including but not limited to maintaining schedules and timelines and work with advertisers, agencies, and contractors
- Manage design revisions and approval of artwork and information accuracy
- Participate/contribute to regular marketing meetings
- Prepare final designs for printer/web and work with a variety of vendors to produce company and event materials
- Manage the image library for CEM and all events
- Manage archives of all project artwork

- Assist in managing purchasing, invoicing, and expenses for the department through CEM's expense management software.
- Responsible for tracking workflow, ensuring that jobs are completed in required time frames. Prepare updates regarding various graphic design jobs and progress.
- Assist with other administrative and department or project needs as may be required

Qualifications/ Requirements

- Passion for event production or endurance sports/industry.
- Computer graphic design skills – Adobe Creative Suite
- Microsoft Office and G Suite experience
- Understanding of printing process and specifications
- Exceptional portfolio showcasing typographical and design skills
- Excellent communication, organizational and follow up skills
- Team player
- Excellent people and process management skills
- Strong work ethic: standards of integrity and credibility, demonstrates accountability in work product.
- Ability to work within a deadline-driven environment and withstand working under pressure
- Detail oriented
- Ability to multi-task
- Ability to work independently
- Ability to work, research, and brainstorm ideas independently

Education/Experience

- Bachelor's degree in Communications, Design, Strategic Communications, Graphic Arts, or Visual Communications or equivalent
- At least three years of experience with Adobe Creative Suite - in particular; Illustrator, Photoshop, and InDesign
- Web design and video experience preferred
- Interest in marketing and photography a plus

Working Conditions/Physical Requirements

- Moderate walking, standing, prolonged sitting, bending, kneeling, and reaching.
- Work is performed primarily in an office setting; event work is performed outside and offsite
- The employee must occasionally lift and/or move up to 25 pounds

Expected Work Schedule

- 40 hours/week distributed Monday – Friday, with periodic weekend events.
- Staff work in-person at the Chicago Event Management office in Chicago, IL, with the opportunity to work remotely up to 2 days a week as discussed and agreed upon with the Senior Director, Marketing and Design. Company policies are subject to change as set forth in the Company handbook.
- During the weeks preceding an event, anticipated hours are 40+ and will be established in advance based upon event need.

Approved by: <i>Signature & Title</i>	
Date approved:	
Employee Acknowledgement:	

Updated 12/22/21