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# Example of Freelance Graphic Designer Job Description

Our company is looking for a freelance graphic designer. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for freelance graphic designer

* Execute final boards for review and distribution to merchants, licensors, designers and vendors
* Create final artwork for all graphic packaging and labeling
* Mock up all graphic ideas
* Timely execution of all final layouts, and preparation of notes and instructions for vendors or presentations
* Manage printers and vendors to complete the final project
* Maintain database to track timely completion of all graphic projects
* Maintain graphic artwork library
* Request, send, and track all artwork and samples for designers, licensors, agents, factories and merchants
* Production design to include making edits and changes within deadlines
* Assist Advertising staff with production of inserts, sales flyers, direct mail, in-store visuals, emails, website content

## Qualifications for freelance graphic designer

* 2+ years experience in retail, design studio, agency or freelance ideal (Creative Agency, Retail experience a plus)
* Production and print experience
* BFA/BA in Graphic Design or equivalent
* Artistic Sensibility- strong eye for type and design (color and composition)
* Prepare layouts and final documents for press
* Work with photography staff for product imagery