

# Example of Associate Graphic Designer Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of associate graphic designer. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for associate graphic designer

- Oversee and coordinate the entire production process to final print including print specifications, cost, selection of appropriate production media and materials such as ink and paper, inspection of proofs for accuracy, and adherence to appropriate production standards
- Pick up templates and previously created work and change copy, resize layout and/or make other production-related changes
- Communicates with Team Members and external vendors throughout workflow
- Coordinates and updates own jobs within systems and libraries
- Researches and negotiates print/production costs and renewals as required
- Under direct supervision, performs layout work—importing graphic images and integrating them with text to execute creative concepts for university publications and marketing communications
- Prepare materials for press and work with printer to assure consistency and quality
- Lead the conceptualization and design of all KIPP DC marketing materials--including assets for social media, email marketing, events, print collateral, signage, and merchandise
- Steward KIPP DC's brand by maintaining a bank of templates and resources for KIPP DC employees
- Curate KIPP DC's video and photo library and serve as on-staff photographer, videographer, and video editor

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- Experience in Microsoft Office (Word, Powerpoint, Outlook, Excel) and PC platform
  - Excellent work ethic with a can-do attitude
  - Working knowledge or experience in video production/editing is a plus, but not required
  - Must be proficient with CAD, Adobe Photoshop/illustrator
  - Ability to follow style guidelines and design templates in-house processes and best practices
  - Minimum of 7 to 8 years of experience in graphic design