



**Please submit your resume and portfolio samples via email ([careers@fenway-group.com](mailto:careers@fenway-group.com)) with your name and prospective position in the subject line. We will review your information and get back to you!**

## **Graphic Designer**

This person must have a minimum of 3 years' experience delivering professional designs in print, digital and multi-media formats. Experience in pre-press procedures, such as typesetting, and page layout is a bonus in this position. The successful candidate will have exemplary skills in both design, direct client interactions and personal time management. Competitive salary compensation with healthcare benefits.

## **Responsibilities**

- Report directly to the Art Director and collaborate with other Designers under the Creative Director.
- Prepare pre-press files in collaboration with Customer Service Associates using Adobe Creative Cloud and other software
- Interpret customer needs and create designs within the project scope, incorporating feedback from the Art Director and/or Creative Director.
- Meet with clients to review and discuss edits and project progress, while maintaining a professional and encouraging demeanor.
- Effectively manage multiple priorities and maintain attention to detail.
- Stay up to date with the latest technology and design trends and prioritize continual learning and self-improvement.
- Proficiency in using Mac and/or PC design workstations and online, networked file storage platforms.
- Ability to estimate and adhere to design time hours to keep projects on time and on budget.
- Excellent communication skills, including experience in direct client relationships.
- Willingness to explore bold ideas while maintaining a focus on workflows and schedules.
- Strong team communication abilities to strengthen and unify the Creative Department.

## **Skills & Abilities**

Experience with Mac and/or PC design workstations. Familiarity with online, networked file storage platforms. Ability to estimate and adhere to design time hours, keeping projects on time and on budget. Team communications that strengthen and unify the Creative Department. The successful candidate is willing to explore bold ideas while keeping focused on workflows and schedules. Excellent communication skills and experience with direct client relationships.



**Benefits:** Health and Dental, 401k with Employer Match, Paid Holidays, Paid Time Off

**Job Type:** Full Time, On-Site

**Thank you for your interest in joining the Fenway Group Team!**