

Job Description

Title: Graphic Designer	ID:
Department: Design	Location: Indianapolis
Division: Signworks, Indianapolis	Reporting to: Creative Director
FLSA Classification: Exempt	Employment Type: Full Time
Created Date: 10/17/17	Version: 1.1

Position Summary

The graphic designer translates client goals, brand, and culture into powerful environments built around people, processes, technologies, and business drivers. Clients require high performance, visually compelling, and sustainable environments to move their enterprise forward, support their culture, engage their staff, integrate technology, and drive efficiencies. This position shall support our diverse base of clients and projects by bringing a passion for creative visual solutions, an understanding of brand, and an ability to translate this into communications systems and environments. The position requires the ability to think in three dimensions and an expertise with substrates, production methods and costs for products/processes utilized in environmental graphic design. The right candidate will have experience with strategic project planning, strong conceptual design skills and budget management.

Essential Duties and Responsibilities

- Help clients articulate and align their business strategies and core values with the dynamic use of space.
- Actively participates in the design, development, and production of environmental graphics.
- Create innovative, creative, and complete design concepts and presents to clients.
- Prepares plans, message schedules, sections, elevations, and detailed drawing packages.
- Coordinate between multiple internal teams and clients.
- Projects will cover multiple design disciplines including retail, workplace, higher ed, and consulting allowing for cross pollination between graphic design, environmental graphic design, brand strategy, and architecture.
- Communicate professionally and courteously directly with clients.
- Meet with Account Staff as needed to answer questions about the drawings.
- Collaborate with architects to integrate designs into the architectural drawing sets.
- Attends departmental meetings as required.

Core Competencies

- Problem Solving.
- Collaboration Skills.
- Communication Proficiency.
- Ethical Conduct.
- Organizational Skills.
- Project Management.
- Time Management.

Skills and Abilities

- Ability to establish priorities, work independently, and achieve objectives without supervision.
- Positive attitude, time management, detail oriented traits, and multi-tasking skills.
- Proven ability to work collaboratively
- Strong conceptual thinker able to translate strategic thinking into visual solutions.
- Excellent analytical and problem solving skills.
- Understanding of branding concepts and the potential for their application to, relationship with, and integration into the built environment.
- Excellent verbal, graphic, presentation, and written communication skills
- Skilled visual sense and understanding of typography, composition, multiple media platforms, legibility, standards development, documentation, and information design skills.
- Ability to visualize in two or three dimensions
- Works well in an interdisciplinary, fast paced environment
- Intermediate Microsoft Office and Adobe PDF application skills
- Proficient Adobe Illustrator, Photoshop, and InDesign skills
- Valid driver's license
- Predictable and consistent behavior with attitude, attendance, and performance.

Education & Experience

- Minimum of high school diploma or equivalent.
- College degree in graphic design, environmental graphic design, information design, communication design or similar is preferred.
- 2-5 years experience in a related or similar role.
- Experience in project work involving signage systems and wayfinding programs
- Direct experience with the development and implementation of brand strategy
- Experience leading a project from concept to implementation
- Direct experience with presenting to clients
- Experience with the built environment, comprehension of architectural scales, sections, plans, and elevations

Employee Statement of Understanding

I have read and understand the job description for my position. I am able to perform all the essential functions of this position.

I agree to comply with the corporate compliance policy and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the standards to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of the organization. All employees are required to adhere to the values in all their interactions with customers and fellow employees.