



## **Job Description – Part-time (Co-op/internship) [~20 hrs/wk]**

Creation or Revision date: April 22, 2024

- I. Position: Jr. Graphic Designer / Production (Part-time)**
- II. Department: Sales, Marketing & Customer Service**
- III. Report To: Marketing Manager**
- IV. Roles & Responsibilities:**

Product Photography – Shooting, editing and formatting still product images and 360-degree images for e-commerce and customer purposes

Instruction Sheets - Prepare files in Adobe Illustrator/InDesign for product releases, work with engineering to format and proof.

Print Labels - Create new graphics for packaging labels, including line-art, barcodes and other relevant product information.

Graphic Illustrations- Produce vector line graphics for web and print use from photography and instruction graphics for internal and external use.

Backup electronic media specialist  
Other Duties as assigned

### **V. General Requirements:**

- 2 years' experience in graphic design or currently enrolled in a degreed graphics/multi-media program
- Experience with Adobe Creative Suite, Illustrator, InDesign and Photoshop software
- Excellent organizational and communications skills.
- Basic photography skills for product images/editing.
- Self-motivator, ability to self-manage tasks as assigned

### **VI. Physical Requirements:**

Ability to sit at a computer terminal and use keyboard during scheduled hours.

Ability to lift physical products and marketing materials within office/warehouse setting.

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_