



<u>Position</u>	In-House Graphic Designer
<u>Type</u>	Full-time, Salary
<u>Reports to</u>	President and Director of Design, and Manager of Marketing Strategy
<u>Primary Location</u>	Cleveland, Ohio
<u>Department</u>	Marketing

General Description

Bostwick Design Partnership is a leading architectural firm with 55 employees and offices in Cleveland, OH; Erie, PA; Pittsburgh, PA and Miami, FL. The firm is seeking an **In-House Graphic Designer** to be an integral member of the office by supporting the management and marketing teams. This person will enhance the brand of the firm by understanding the marketing strategy. Through a collaborative design process, the In-House Graphic Designer will create visual representations of content for the firm. Most tasks will be performed within Bostwick Design Partnership’s established brand, along with opportunities for some brand development. This position is based in the Cleveland office with occasional requirements to travel.

Primary Responsibilities

- Designing and producing collateral and content for presentations, project proposals, educational initiatives, office initiatives, and conference speaking engagements.
- Leading graphic creation for presentations and assisting with proposal production and assembly.
- Maintaining and advancing the corporate brand identity through the design of marketing graphics, advertisements, direct mail and email (Mailchimp) notices, invitations, and other printed and digital materials.
- Maintaining office website while also appropriately advancing the site as technology increases, the industry changes, and content is created.
- Coordinating and managing all project and office photography, including working on-site with professional photographers during shoots.
- Designing, coordinating, and preparing submissions for national, state, and/or local architectural design awards, as well as other public relations initiatives.
- Leading initiatives for design and upkeep of marketing collateral in support of business and client development efforts.
- Contributing to business development plan with appropriate graphics for tracking pursuits and advancing brand reputation.
- Working collaboratively with the marketing and management team on strategic initiatives, including support for professional organization participation.
- Developing and implementing assigned projects within given calendar and time frame; accountable to meet deadlines.

Secondary Responsibilities

- Designing and working directly with vendors to maintain the stock of marketing collateral materials: business cards, folders, booklet materials, custom office materials, etc.
- Assisting with social media including informal photography and post writing.

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- Collaborating on special projects and completing other responsibilities associated with marketing needs such as assisting with conference planning, recruiting coordination, and special events.

Qualifications

- Graphic/Visual/Design/Architecture degree and/or Marketing degree with heavy emphasis on strong graphic/visual design skills.
- Recent graduates having up to three years of experience preferred.
- A sophisticated sense of graphic design along with an ability to create concise visual representations of abstract ideas.
- Proficient in graphic and presentation software, at minimum: Adobe InDesign, Photoshop, and Illustrator; Microsoft Office; Prezi; Wordpress.
- Photography skills preferred but not required.

Characteristics

- Strategic thinker who recognizes competitive advantages and translates them into effective marketing collateral.
- Creative problem solving and ability to translate abstract ideas into cohesive visual communications.
- Can work with equal success independently, or as part of a team, and on multiple projects simultaneously.
- Takes initiative but also takes direction from office leadership.
- Can prioritize and meet deadlines in a fast-paced environment.
- Excellent organization and time management skills.
- Strong interpersonal, written, and visual communications skills.
- Assertive, tactful, and enthusiastic.
- Ability to maintain discretion and confidentiality at all times.

Benefits and Compensation

- Comprehensive Health Insurance
- Paid time off for holidays, personal time, and accrued vacation
- Competition 401k Program
- Strong professional development and mentoring opportunities
- Compensation discussed on an individual basis

Interested candidates should submit resume and portfolio examples to:

Pamela J. Neckar MBA

Principal

Bostwick Design Partnership

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