



# Junior Production Designer

Classification: Exempt

Direct Supervisor: Lead Graphic Designer

4/15/2019

## Job Overview

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### **2 Towns Vision:**

We aspire to create craft cider that is accessible to the people, utilizing the most advanced brewing standards, and quality Northwest ingredients, without being afraid to do things a little differently. Much like our product, 2 Towns as a company is fun, unique, and filled with energy. Our crew is what makes what we do possible, and we are committed to fostering an environment of fairness, empowerment, and security.

### **Job Summary:**

The junior production design role is a part of the graphic design team within the marketing department. The role is intended to support the implementation of design concept and artwork through production of final design materials for a variety of media including cans, bottle labels, packaging, advertising, social content, event materials and various other marketing needs as they arise. The junior production designer works closely with the Lead Graphic Designer and other marketing team members to ensure final print & digital materials adhere to brand standards and meet necessary timelines. Ideal candidates will have an eye for detail and be able to recreate existing layouts or adapt them to new formats quickly and without errors. A working knowledge of file setup for both print and digital media is essential. Digital and hand illustration capabilities are a plus. Above all else, we're looking for someone with a willingness to learn, grow, and adapt in a fun, fast-paced environment.

## Essential Duties and Responsibilities

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### **Create Visual Media**

- Use graphic design software (Adobe Creative Suite) to create and edit branded documents for print, web, presentations, and other communication channels.
- Update existing designs with new product information rapidly and accurately

- Adapt existing artwork and established design aesthetic to new formats or dimensions
- Gather feedback from project stakeholders when appropriate and edit accordingly
- Prepare files according to department protocols and adhere to design best practices
- Package and preflight all final files, coordinate order process, and manage proofing process when assigned
- Save or distribute files to appropriate end destinations
- Liaise effectively with lead graphic designer and/or internal team members to update stakeholders on status of projects and progress toward completion
- Move through standard projects and tasks quickly and efficiently

### **Time Management**

- Works with lead graphic designer to organize and prioritize workload to effectively tackle projects in order of importance or deadlines
- Maintain an organized project queue per department standards, with visibility to the marketing team and any/all effected departments.
- Assist with receiving design requests and gathering of detailed information

### **Additional Marketing Duties**

- Participate in design critiques with senior design staff, marketing team, and company shareholders
- Lend new creative input when appropriate
- Offer responsive and flexible support to team members throughout the execution of campaigns and projects
- Additional duties as assigned by lead graphic designer or marketing director

### **Miscellaneous**

- Attend quarterly All-Staff Meetings, and Cider Education Courses
- Adhere to all policies outlined in the Employee Handbook, as well as all company safety policies and procedures

## **Job Requirements**

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### **Required Minimum Qualifications:**

- 21 years or older
- Education: Associate's or Bachelor's degree in graphic design
- Experience: 1-3 years in a similar or related field
- Proficient in Adobe Creative Suite (especially Illustrator, Photoshop, In-Design, Acrobat)
- Familiarity with PMS color management for off-set press printing
- Experience designing marketing materials / graphics for business, consumer goods, or commercial packaging
- Experience adapting existing design assets to a variety of deliverables, including multiple print and digital formats
- Experience working with a team to create project deliverables

- Proficiency with Microsoft Office Suite and Google Business Apps (Gmail, Calendar, Drive, Docs, etc.)
- Able to move 50lbs laterally using a hand truck, or lift 35 pounds using own strength

### **Desired Skills & Abilities:**

- Ability to work within established and defined brand guidelines
- Extreme attention to detail, and eye for design aesthetic
- Creative artistic ability
- Ability to develop and iterate design concepts based on initial direction and feedback throughout design process
- Excellent time management skills, including the ability to balance and prioritize multiple projects to meet deadlines
- Ability to work with lead graphic designer to balance quality needs/requirements of each deliverable with time constraints
- Ability to follow company standards for file organization and file optimization
- Knowledge of best practices for efficiency in design software. Use of macros, shortcuts, and layer organization
- Determination and excitement to learn and develop new skills and techniques
- Motivation to make a difference in an entrepreneurial environment
- Friendly, approachable, and professional attitude and social skills
- Strong team player qualities. Able to work independently as well as part of a dynamic team
- Ability to independently find creative solutions to obstacles when possible and ask for help when needed
- Ability to gracefully receive constructive criticism
- A proactive work ethic with high standards of quality
- Strong written and verbal communication skills
- The motivation to maintain and improve design standards
- Passionate about craft beverage industry (Cider, Beer, Wine, Mead)

### **Additional Skills & Abilities:**

- Understanding of business/marketing principles is a plus
- Willingness and ability to travel (infrequent)

### **Physical Demands**

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit; walk; use hands to move cases; reach with hands and arms; stoop, kneel, crouch, or crawl; talk and hear; visually count.

### **Work Environment**

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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be

made to enable individuals with disabilities to perform the essential functions. The majority of this position will operate in a professional office environment. This role routinely uses standard office equipment. Occasional travel may be expected for press checks, which will be accommodated by the Company.

## **Compensation and Benefits**

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2 Towns Ciderhouse offers competitive wages that will be determined by experience and may include health insurance, monthly merchandise credit, 401k & profit sharing/bonus opportunities, and paid time off. Benefit eligibility is dependent on job classification and hours worked. Complete details are outlined in the 2 Towns Ciderhouse Employee Handbook.

## **To Apply:**

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To be considered for this position, please submit:

1. Your resume;
2. A cover letter that summarizes your previous experience and why you want to work for 2 Towns Ciderhouse;
3. A portfolio with a minimum minimum of three (3) work samples including some background on the project, and what level of involvement you had over the finished result.

To [jobs@2townsciderhouse.com](mailto:jobs@2townsciderhouse.com). This position will remain posted until filled. Please note that résumés submitted without the requested materials will not be considered. Please, no phone calls about this position.

2 Towns Ciderhouse is an equal opportunity employer.