

AMERICAN FILM INSTITUTE

JOB DESCRIPTION

POSITION: Associate Graphic Designer
DEPARTMENT: Marketing Communications, Creative Services
LOCATION: Los Angeles Campus

PRINCIPAL RESPONSIBILITIES:

The Associate Graphic Designer is responsible for providing a high level of graphic art production on all creative services deliverables, print and web-based. The Associate Graphic Designer will organize design elements and copy for various layout solutions for projects, assembling them for printing and for web use by the AFI Web Services team, while ensuring excellence and accuracy. The Associate Graphic Designer is also responsible for implementing the final deliverables of design and concepts of the Creative Director and Sr. Graphic Designer while maintaining AFI's visual identity consistently across all materials.

PRINCIPAL DUTIES:

- Carry out the creative direction from the Creative Director and Sr. Graphic Designer. Collaborate on design as needed.
- Create design interfaces for print, web, e-communications and social media.
- Prioritize and meet deadlines and communicate consistently with the Traffic Manager regarding project status and/or project challenges. Have the ability to change priorities at a moment's notice and deal with high levels of responsibility.
- Set up and thoroughly communicate the entire procedure and complete design specifications to print vendors.
- Conduct press checks as needed.
- Proofread work for spelling, grammar and layout, making appropriate changes.
- Research and share current, competitive industry design and software trends.
- Perform other duties as assigned.

EXPERIENCE/SKILLS REQUIRED:

- Associates Degree in Graphic Design or similar field, or commensurate work experience.
- Minimum one year experience working in a design firm or art department.
- In-depth knowledge of color, paper and printing processes.
- Efficient and accurate production skills with quick turnarounds expected.
- Ability to assist in concepting ideas for layouts or creative campaigns.
- Hands-on knowledge of basic front-end web design.
- Brand-appropriate design style with an outstanding sense of layout.
- Expert knowledge of InDesign, Photoshop, Illustrator and Keynote.
- Intermediate experience with Microsoft office suite and Acrobat.
- Ability to multitask and operate in a fast-paced working environment while meeting deadlines and maintaining established budgets.

- Knowledge of digital media trends, formats and technology.
- Ability to build strong working partnerships.
- Experience supervising print vendors.
- Strong written, oral, and visual communication skills with attention to detail.
- After Effects/motion graphics a plus.
- Troubleshooting Mac systems and software a plus.