

WILD HORSE PASS

DEVELOPMENT AUTHORITY

Graphic Design Specialist

LOCATION:	Wild Horse Pass Corporate Center
COMPENSATION:	\$41,000 to \$54,570 Annually
HOURS OF WORK:	40 hours per week, full-time
FLSA STATUS:	Exempt
SUPERVISORY:	No
REPORTS TO:	WHPDA Marketing Manager

POSITION SUMMARY:

The Graphic Design Specialist position is responsible for developing consistent, audience-appropriate marketing assets, communications and creative platforms across Wild Horse Pass's digital platforms. The Graphic Design Specialist will be responsible for producing compelling assets for the marketing, communications and internal teams. This position is responsible for ensuring excellence in graphic design and working with the WHPDA team to produce engaging, quality, attention-grabbing visual content for our target markets.

The ideal candidate will have strong creative skills and a portfolio of work that showcases their passion for illustrative design, brand development and creative storytelling.

JOB DUTIES & RESPONSIBILITIES:

- Concept and create cohesive advertising campaigns and related marketing collateral materials, such as graphic elements (logos/lockups), direct mailers, promotional flyers, print ads, web banners and emails, tradeshow graphics, signage, brochures and PowerPoint presentations.
- Design and development of marketing materials, including: presentations, print and digital advertising, conference materials, reports, social media campaigns, one-pager, postcards, promotions, videos, webinars, and other marketing collateral
- Coordinate with all advertising placements and deliverables
- Revise creative as needed. Review final material for quality and accuracy and prep files for print and digital release.
- Stay current and knowledgeable of established brand guidelines and ensure all work is within guidelines or contributing to the evolution of the brand.
- Stay current on design trends related to your business areas and within the travel industry.

KEY QUALIFICATIONS - EDUCATION & WORK EXPERIENCE:

- Bachelor's degree in Graphic Design, Digital Media, Visual Communications or another related field from an accredited four-year college or university or directly related, equivalent experience.
- Minimum of two- four (2-4) years of experience in a Graphic Designer role in a fast-paced in-house, multi-project corporate, government, advertising agency or content publishing environment.
- Portfolio of work samples required, including print and real-world applications.
- Strong understanding of marketing concepts in the context of various print and digital media. General knowledge of tourism industry a plus.
- Proficient in a wide range of media formats and design software technologies, including Adobe Creative Suite (Illustrator, InDesign, and Photoshop).

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- Demonstrated ability to collaborate with others to develop, fine-tune and produce effective visual concepts, designs and layouts. Thorough understanding of prepress and print production process is a plus.
- High computer literacy, including effective working proficiency in customer relationship management software, Microsoft Office programs including Word, Excel, PowerPoint, and Outlook.
- Demonstrated experience and up-to-date knowledge of Mac applications. Experience with project management software is a plus.
- Previous video production and editing experience, considered a huge plus.

KNOWLEDGE, SKILLS & ABILITIES:

- High level of professionalism
- Ability to effectively manage professional relationships
- Excellent verbal and written communication skills
- Personal Attributes
- Positive attitude and willingness to work collaboratively.
- Creative and detail oriented.
- Intuitive, approachable and open to receiving creative feedback.
- Pro-active, self-motivated and results-oriented.
- Efficient, organized, and able to juggle various tasks.
- Ability to work effectively as part of a team as well as independently.
- Strong ethical, and effective work acumen.
- Accuracy, attention to detail, flexibility, and ability to work in a fast-paced, deadline-driven environment are essential.
- Ability to multi task and work on numerous projects simultaneously
- Strong creative background and skills required across a diverse array of deliverables.
- Able to work independently and in a team environment
- A satisfactory result obtained through a test for illegal drugs is a requirement of employment. Must acknowledge and agree to maintain a drug-free work place as a condition of employment.

COMPUTER SKILLS:

Required: Microsoft Word; Microsoft Excel; Microsoft Project; Internet Explorer; Microsoft Outlook.

Preferred: POS systems; and inventory control systems.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business and professional journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and Boards of Directors.

MATH SKILLS:

Ability to work with mathematical concepts such as probability and statistical inferences, discounts, interest, commissions, proportions, and percentages and apply such concepts to practical situations.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret and extensive variety of technical instructions in all formats and deal with both abstract and concrete variables.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work will be performed both inside and outside on a regular basis, in most weather conditions.

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PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly assigned to work in an office environment. During their workday, the employee will be regularly be required to walk; use hands and fingers to handle, or feel; reach with hands and arms; and talk and hear. The employee is regularly required to sit; and occasionally required to climb, balance, bend, stoop, lift, carry, push, kneel, crouch, or crawl. The employee must regularly lift and/or move 10 pounds, and occasionally lift and/or move up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Employee must be in a physical condition adequate to meet the physical and emotional demands of the assigned duties.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, US Code, Section 472 and 473). Preference is given to qualified members of the Gila River Indian Community.

The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River

Indian Community is an Equal Opportunity Employer.

Questions – Contact:

Human Resources
Email: Careers@wildhorsepass.com

Submit Resume and Cover Letter to:

Human Resources
5350 North 48th Street, Suite 310
Chandler, Arizona 85226

Position Posting Closes:

When filled

Employee Acknowledgment:

Sign: _____ **Date:** _____

Print: _____