



**JOB TITLE: Visit San Antonio Graphic Designer**

**SALARY RANGE: \$ 52,155.47 - \$ 78,261.74**

**OPENING DATE: 10/25/2018**

**CLOSING DATE: UNTIL POSITION IS FILLED**

**WORK HOURS: 8:30 a.m. – 5:30 p.m.**

**JOB SUMMARY:**

Visit San Antonio and is charged with marketing San Antonio domestically and internationally as a premier tourism and meeting destination, thus driving economic development and impact in the community.

About the position - Under general direction, is responsible for performing professional creative services in support of marketing, communications and sales needs for the purpose of attracting meetings and leisure visitors to San Antonio. Under the supervision of the marketing team, executes graphic design and production ensuring visual alignment with overall brand efforts. Position has direct accountability to manage and control budget assigned to in-house production jobs and manages production, vendors, quality, timelines and deliverables. Achieves specific performance goals. Position is also expected to manage workload for a contracted freelance designer contracted on demand, based on workload with the approval of the Marketing Director.

**ESSENTIAL JOB FUNCTIONS:**

- Executes graphic design support needs for Sales, Marketing and Executive management teams.
- Manages In-House Project Request process, including supervising vendors and providing status reports.
- Communicates with project requesters and develops projects that meet objectives, ensuring customer satisfaction both internally and externally.
- Uses graphic design software including Adobe Creative Suite 6, including its design programs such as InDesign, Photoshop and Illustrator.
- Shoots photos and video as needed and employs photographic retouching and video editing.
- Obtains bids for in-house projects.
- Manages one (or more) contracted freelancers on demand based on workload, by providing creative direction and managing their timelines.
- Maintains contact with and manages outside vendors for print, signage, amenities, photos and video, including accountability for high-level quality.
- Works closely with Agency of Record to create and implement graphic design and video resources that are aligned with overall brand look and feel.

- Develops projects that include flyers, signage, e-mail messages, digital ads, promotional items, and other sales tools.
- Utilizes in-house e-mail system, as needed.
- Creates presentations using any of multiple presentation software programs, including Keynote, Power Point and Prezi.
- Organizes and maintains photo gallery and recommends images.
- Manages budget and ensures timely invoice process.
- Keeps abreast of graphics trends and resources.
- Performs other related duties and fulfills responsibilities as required.

#### JOB REQUIREMENTS:

- Bachelor's Degree from an accredited college or university (e.g., multi-media design).
- Four (4) years of experience in Graphic Design.

#### PREFERRED QUALIFICATIONS:

- Experience in graphic design software, Adobe Creative Suite 6 (at minimum) including its design programs such as InDesign, Photoshop and Illustrator.
- Proficient in Adobe Premier video editor or at minimum iMovie editor.
- Familiarity with the latest Adobe Creative Suite is a plus.

#### APPLICANT INFORMATION:

- If selected for this position, official transcripts, diplomas, certifications and licenses must be submitted at the time of processing. Unofficial transcripts and copies of other relevant documents may be attached to the application for consideration in advance.
- Please be advised that if selected for this position, information regarding employment history as it relates to the qualifications of the position will be needed for employment verification. Applicants claiming military service to meet the experience requirement for this position may attach a DD214 to the application.
- Applicants selected for employment with Visit San Antonio in this position must receive satisfactory results from pre-employment drug testing and background checks. If required for the position, a physical, motor vehicle record evaluation, and additional background checks may be conducted.

#### PHYSICAL REQUIREMENTS:

- Physical requirements include occasional lifting/carrying of 10 to 15 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

## KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to work on Keynote, PowerPoint and/or Prezi.
  - Skilled in design software tools Mac and Windows graphic design tools.
  - Knowledge of working with multiple mediums, including online advertising, social media, website, print advertising and collateral, and broadcast.
  - Ability to effectively work with a team of marketing and communications professionals.
  - Ability to communicate clearly and effectively both verbally and in writing.
  - Ability to establish and maintain an effective working relationship with employees, management and the general public.
  - Ability to brainstorm and offer ideas and possible solutions for marketing challenges and opportunities.
  - Knowledge of modern business and office procedures.
  - Skilled utilizing a personal computer and associated business software programs, including Word, Excel and PowerPoint.
  - Ability to monitor budgets.
  - Ability to multi-task, work within tight deadlines, manage time wisely and be creative.
- Unless otherwise stated, applicants are permitted to substitute two years of related full-time experience for one year of higher education or one year of related higher education for two years of experience in order to meet the minimum requirements of the job. One year of full-time experience is defined as 30 or more hours worked per week for 12 months. One year of higher education is defined as 30 credit hours completed at an accredited college or university.

**To apply for this position, please send your application, resume, portfolio link and cover letter to [jobs@visitsanantonio.com](mailto:jobs@visitsanantonio.com)**