



## Graphic Design Assistant – Colson Center

*Posted September 2022*

The Graphic Design Assistant supports the Creative Services Coordinator by creating graphics and scheduling content in support of Colson Center products and campaigns.

1. **Responsibilities of Assistant.** Assistant shall:
  - A. Handle creation of design pieces, including but not limited to:
    - a. Conceptualize visuals based on product/campaign and/or creative brief/art direction set by Creative Services team
    - b. Collaborate with other team members
    - c. Create campaign graphics and collateral pieces
    - d. Social media graphics for Colson Center products
    - e. Layout documents and print materials to communicate content
  - B. Create Illustration, Motion Graphics and/or Design Layout for Publications, if qualified
  - C. Report to Creative Services Coordinator
  
2. **Qualifications of Assistant.** Assistant has:
  - A. Graphic Design experience
  - B. Knowledge of the Adobe Suite (Photoshop, Illustrator, InDesign)
  - C. Excellent verbal and visual communication skills
  - D. Experience in Illustration, Motion Graphics, Layout Design, or any other creative skills, if qualified
  
3. **Responsibilities of The Colson Center.** The Colson Center shall:
  - A. Pay Artist: \$20 per hour, 10 hours per week (artist is a 1099 independent contractor and responsible for all taxes on income)

**How to apply:** submit your application and portfolio at <https://www.colsoncenter.org/careers>