



Position Description – Graphic Designer

POSITION TITLE

Graphic Designer

SUMMARY

Summersault, LLC is a small website development firm based in Richmond, Indiana, providing technical and consulting services for our clients. We seek to hire a qualified graphic designer to create stunning design concepts for a wide variety of projects, while incorporating a passion for Summersault's particular mission and vision.

TYPE

Part-time or per-project contracts, with possibilities for full-time

SALARY / WAGES

Compensation in the form of hourly wages or per-project fees to be determined based on an applicant's qualifications and experience.

DUTIES

- Work with our clients and other staff to develop a clear **vision** for the design and implementation needs of each project.
- Plan a **design strategy** that meets the needs of a given project while balancing budget and time concerns
- Create stunning and vibrant **design concepts** that communicate clearly and impress thoroughly
- Work with other staff to **implement** selected designs into highly effective end-results
- Contribute to **high-level discussions** about company operations and overall growth.

TECHNICAL QUALIFICATIONS

- Expert-level knowledge of Adobe Photoshop and Illustrator
- Mastery of graphic design principles, especially as applied to creating marketing brands, website layouts, and related visual experiences.
- Strong knowledge of best practices in organizing information and related user interface design
- Familiarity with technical processes involved in implementing website design concepts into functional interfaces
- A strong portfolio of past design projects and related references

GENERAL QUALIFICATIONS

- Ability to demonstrate a genuine appreciation of and commitment to Summersault's mission and vision, as stated here: <http://www.summersault.com/about/mission.html>

- Ability and willingness to think about, create, design, and implement solutions as a part of a team, while remaining self-directed and retaining an individual approach to work goals. Must have excellent adaptability and resourcefulness.
- Excellent task management skills that will allow the applicant to handle multiple projects, varying in scope and size.
- Strong interpersonal and communication skills (written and verbal) that yield highly effective interaction with other Summersault staff and with clients, and that contribute positively to our company culture.
- Proficient experience with desktop computing and Internet-based applications, including word processing, spreadsheet manipulation, presentation creation, desktop publishing, calendaring, electronic mail etiquette, and online research.
- Strong references from previous employers, educational institutions and other relevant organizations and individuals.
- At least two years of experience in a professional graphic design role.
- General understanding of and appreciation for the technologies and culture of the Internet.

ADDITIONAL QUALIFICATIONS

Additional qualifications that would improve an applicant's standing include:

- Residence in Richmond, Indiana, or, less preferably, residence within a 1-hour driving radius and a willingness to commute on a regular basis.
- Working knowledge of Adobe Dreamweaver
- A strong commitment to involvement in local community

Note that we put a strong focus on an applicant's drive to learn and adapt to the demands of the position, and so a demonstrated ability to succeed in that capacity may balance out any artificial lack of qualifications or experience.

APPLICATION

Potential candidates should review the information posted at

<http://www.summersault.com/about/careers.html>

Submit cover letter, resume, design portfolio, references, writing samples, and other relevant information by e-mail or by postal mail. No calls, please.