



Graphic Designer (Part-time)

Katz & Associates is a public affairs and community relations firm, and we are looking for a part-time Graphic Designer to join our corporate office in San Diego. The Graphic Designer will work in conjunction with our full-time Art Director, as well as account staff to execute print and digital creative projects for our clients.

Ideal candidates should be creative, energetic, committed, flexible, self-motivated, and a strong communicator. Candidates should be extremely detail-oriented and deadline-conscious. The ability to work in a fast-paced environment on multiple, simultaneous projects is a prerequisite.

Essential Duties and Responsibilities

- Knowledge of design techniques, tools, and principles
- Typography knowledge
- Stay abreast of latest design trends and production techniques
- Ability to create a wide range of collateral for print and digital applications including: brochures, fliers, posters, packaging, postcards, promotional items, websites, web banners, social media graphics, email templates
- Produce video and multimedia projects
- Work collaboratively with K&A's creative team and account representatives
- Attend client meetings and strategy sessions
- Coordinate with outside vendors for production need
- Support internal firm marketing and administration by completing assigned initiatives and special projects as needed

Skills/Knowledge Requirements for this position:

- Advanced skills using Adobe Creative Cloud software, especially InDesign, Photoshop and Illustrator
- Solid understanding of design fundamentals and ability to apply these across a variety of mediums
- Strong page layout skills
- Photo editing skills
- Experience with print design and production processes
- Knowledge of HTML & CSS coding
- Experience managing multiple assignments in a fast-paced business environment
- Ability to take creative direction from Art Director and work effectively as a member of a project team
- Good listening and communication skills. Must be a problem solver

Education/Experience Requirements for this position:

- Degree in Graphic Design, Visual Communication
- Minimum 5-7 years of professional graphic design experience related to the described duties and responsibilities

Not required but desirable:

- Illustration and hand-drawing skills
- Prior experience in the public affairs/communications field



Schedule

- 20 hours per week, not to exceed 30 hours. Please note: This is an on-call position that does not guarantee a minimum number of hours per week.

To apply, please submit cover letter, resume, hourly rate desired and portfolio website* to careers@KatzandAssociates.com

*online website portfolio preferred. pdf of work will also be accepted if online site is not available, please include at least 5 applicable samples of work.

All qualified applicants will receive consideration for employment without regard to race, color, national origin, ancestry, sexual orientation, political affiliation or beliefs, sex, age, physical handicap, medical condition, marital status or pregnancy (as those terms are defined by the California Fair Employment and Housing Act -- Government Code Section 12900-12996), except where such discrimination is based on a bona fide occupational qualification.