

VISIT FORT WORTH

Production Designer

JOB DESCRIPTION

JOB TITLE: Production Designer

DEPARTMENT: *Marketing*

POSITION REPORTS TO: Creative Director

EXEMPT OR NON-EXEMPT: Exempt (Professional)

SUMMARY OF BASIC FUNCTIONS: This position fulfills digital and print graphic needs related to marketing Fort Worth as a convention and leisure destination. Focus is on executing and updating approved concepts with opportunities to enhance over time.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

Graphic Production –80%

- Completes artwork/layouts according to specifications as assigned by Creative Director.
- Generates proofs for review by Creative Director, internal customers and other team members.
- Works with vendors such as digital networks and printers to coordinate correct output and transmission of artwork.
- Confirms production deadlines and printing specifications with internal customers. Proactively stays up to date on the status of all projects.
- Reviews all work for errors/omissions before submitting for approval and makes requested changes/corrections promptly and correctly.
- Maintains proficiency of relevant applications needed to complete work.
- Prepares materials for presentations in digital or print formats as required.
- Manage archiving of digital assets as assigned
- Other duties as assigned

Event Support – 10%

- Support major brand experience events such as customer familiarization visits, activations during conventions and annual meetings.
- Manage audio visual duties during assigned presentations and meetings, including Board of Directors.

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Amenity Support –10%

- Source and design general amenities as agreed upon by Visit Fort Worth Leadership Team.
- Ensure items are branded as appropriate and in accordance with Visit Fort Worth brand standards.
- Ensure items are in stock as needed.

POSITION QUALIFICATIONS:

Education –	Bachelor degree required
Experience –	One to three years working in graphic design or production preferred. Experience generating infographics is a plus.
Special skills –	Knowledge of production processes including but not limited to proficiency in PhotoShop, InDesign (Mac), and Illustrator. Knowledge/skills required for this position include typography, type specification, photo cropping/sizing, image manipulation, digital illustration skills, digital advertising production, digital and print color specification, etc. Experience in marketing art production with working knowledge of printing techniques and requirements (inks, papers, digital pre-press and typography/font management) is required. High attention to detail. Demonstrated proficiency and consistency in fast-paced team environment with service-oriented attitude. Must possess excellent organizational skills and the ability to coordinate multiple projects at once.

WORKING CONDITIONS:

The work conditions involve irregular hours subject to varying, unpredictable situations while coordinating multiple projects and priorities. The ability to effectively communicate with internal and external parties is also required. The position requires occasional travel off job site to conventions, meetings and tradeshow.

RESPONSIBILITY FOR THE WORK OF OTHERS:

None

PHYSICAL DEMANDS:

Sitting - Constant
Standing - Frequent
Walking - Frequent
Lifting - Occasional (heavy, 50 lbs.)
Carrying - Occasional (heavy, 50 lbs.)
Pushing - Occasional (heavy, 50 lbs.)
Pulling - Occasional (heavy, 50 lbs.)
Reaching – Frequent
Handling - Frequent
Kneeling - Rare

Stooping - Rare
Crouching - Rare
Bending - Occasional