

**FLINT CULTURAL CENTER CORPORATION**

610 E Second St

Flint, MI 48503

**Job Posting**

**Job Title:** Graphic Designer  
**Location:** Sloan\*Longway (Location: Longway Planetarium)  
**Reports To:** Marketing Manager  
**FLSA Status:** Exempt

**\*Full-Time**

**Job Description and**

**GENERAL DESCRIPTION**

**Qualifications:** The full-time Graphic Designer is responsible for design and production coordination of all internal and external marketing visual presentations and communication materials for Sloan\*Longway and its member organizations.

**RESPONSIBILITIES**

- Under the direction of the Marketing Manager provide in-house graphic design services for Sloan\*Longway and its member organizations.
  - Creative concept development
  - Graphic design project execution (publications, brochures, posters, direct mail, newsletters, collateral materials, billboards, banners, and web advertisements)
  - Print production management
  - Project scheduling
- Prepare and provide web ready graphics
- Assist the marketing staff at Sloan\*Longway and its member organizations with design direction, resources, and counsel on select projects.
- Acceptance and completion of projects as directed by the Executive Director

**QUALIFICATIONS/SKILLS REQUIRED**

- Knowledge of Adobe Creative Suite
  - InDesign
  - Photoshop
  - Illustrator
- Microsoft Office on a Mac platform
- Attention to detail is essential
- A portfolio that demonstrates creative thinking and design skills reflecting an ability to understand marketing communications objectives and strategies.
- Thorough knowledge of cost effective print production techniques and processes with ability to ensure a high-quality product.
- Confidence and professional maturity that demonstrates ability to participate in design reviews and respond to constructive feedback
- Self-motivated with the ability to work both independently and in a team capacity within a deadline driven environment
- Strong organizational and problem-solving skills with the ability to multi-task.
- Ability to produce interactive graphics is a plus.

**EDUCATION AND/OR EXPERIENCE**

Minimum of Associate's degree with major course work in graphic design or related field.  
3+ years' experience in design for print and web.

**Apply To:** Email Cover Letter, Resume, and Samples of Work (can be a website) to [hr@fcccorp.org](mailto:hr@fcccorp.org) OR mail to:  
Flint Cultural Center Corporation  
Attention: Human Resources  
601 E Second St  
Flint, MI 48503

**Date Posted:** 04.28.17; Posting will remain active until filled.

**The Flint Cultural Center Corporation is an Equal Opportunity Employer**