



YOUR HOME FOR AMERICAN BINGO

## JOB POSTING

**Muckleshoot Indian Bingo is an Equal Opportunity Employer but does practice Indian Preference hiring in accordance with Public Law 93-638, the Indian Self Determination and Education Act. Per MIB Policies, employees must pass a pre-employment Alcohol and Drug test and be free of drugs and alcohol.**

**JOB TITLE:** Graphic Designer

**GAMING LICENSE REQUIRED:** Class IIB

**RANGE:** \$23.20 / hr

**STATUS:** Salary, Exempt

**POSITION REPORTS TO:** Marketing Manager

**JOB SUMMARY:** Develops and maintains the MIB graphics. The Graphics Designer will create and produce printed materials, web pages, and multimedia presentations, update electronic sign content, and assist the Marketing Manager with production duties as assigned. Printed materials may include direct response marketing, sign advertising, marketing material, brochures, email campaigns, and posters.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The statements describe the general nature and level of work only. They are not an exhaustive list of all required responsibilities, duties, and skills. Other duties may be added, or this description may be amended, at any time.

1. Develop and maintain graphic content across web, in-house, email and partner platforms.
2. Ability to conduct needs assessments and offer suggestions/solutions for project designs.
3. Conceptualize and design graphical presentations and applications.
4. Author interactive web and display applications, including animation and integration of graphics.
5. Assists in other graphic design work as necessary.
6. Track ongoing support issues.
7. Ensure web systems are tested and perform according to specifications.
8. Work with marketing and IT Managers or lead to keep projects on schedule and recommend needed actions to meet goals.
9. As part of the Marketing team, assist in moving deliverables from concept to production.
10. Communicate with vendors and clients as necessary.
11. Act as the primary interface to various printing vendors.
12. Performs other job-related duties as assigned.

**EDUCATION, EXPERIENCE, AND TRAINING FOR POSITION (required/preferred):**

- High school diploma or GED equivalent required.
- AA or BA in Graphic Design or related field preferred.

**SPECIFIC SKILLS/KNOWLEDGE/EXPERIENCE REQUIRED FOR POSITION:**

- Demonstrate advanced knowledge in Microsoft Office Suite applications and current version of Adobe Creative Suite (InDesign, PhotoShop, Illustrator) on MS Windows platform.
- Print technology and pre-press process knowledge a plus.
- Ability to communicate creative concepts verbally and excellent presentation and communication skills with the ability to articulate design solutions.
- Strong project management skills as they relate to creative design from concept to completion.

**OPENS:** 1/30/19

**CLOSES:** When filled.



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- Demonstrate the ability to handle multiple tasks within a high-pressure environment successfully with speed, efficiency with a high attention to detail.
  - Exhibit excellent time management skills to meet project deadlines.
  - Ability to copyedit content to adhere to internal styles.
- Please submit samples of previous projects with application.

### JOB DEMANDS

#### PHYSICAL

- Regularly required to sit, stand and walk; talk or hear; bend, stoop; climb stairs, reach, bend, twist, kneel, squat and use manual and finger dexterity for operation of personal computer, office equipment and routine tasks.
- Regularly required to sit, stand or walk for extended length of time.
- Frequently required to lift and/or move up to thirty pounds (30 lbs.), occasionally more with or without assistance.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

#### MENTAL

Social perceptiveness to assess and understand other's reactions and behavior. Critical thinking to use logic and reasoning, reach conclusions/solutions. Comprehension in assessing, analyzing, and processing alpha, numeric, and visual data and completing required tasks or documents accurately. Ability to tolerate stress and conduct tasks under critical deadlines. Ability to concentrate on task over a period of time without being distracted.

#### WORK ENVIRONMENT

The noise level in the work environment is usually moderate. Some essential functions of the job performed within a smoking environment. Monitored by surveillance cameras

- *This list of minimum essential functions is illustrative of the minimums ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed as the maximum expectation, nor does it necessarily list all possible duties that may be assigned.*
- *Success in this position will require ongoing knowledge and application of Company driven performance indicators that include but are not limited to interpersonal and communication skills, change leadership and teamwork, customer service and satisfaction, attendance and punctuality, integrity and dependability.*
- *All duties shall be performed in accordance with Muckleshoot Bingo's policies & procedures, internal control standards, and organizational objectives.*
- *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**OPENS:** 1/30/19

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