**Visual Designer job description**

**Job brief**

Visual Designer is responsible for designing creative marketing material. Works with Creative Director and Account Manager to coordinate projects and deadlines to ensure customer satisfaction. Make sure all work maintains the level of quality expected.

**Responsibilities**

* Prepares layouts, designs, art work and formats for use in publication and /or exhibition design;
* Layout and scale photos, marking them for proper screen values for print reproduction;
* Designs, lays out, and produces artwork such as graphs, maps, charts, posters, signs and report covers;
* Organizes copy flow and maintains database/bibliographic/archival retrieval system of all references used in creation of published materials;
* May manage budget, including invoicing, tracking project expenditures and assisting in budget development by summarizing, researching and analyzing past project expenditures;
* May coordinate relationship with vendors; preparing specifications and obtaining estimates for final approval;
* May handle copyright, reprint, and permission processes;
* May provide information to faculty, students and staff regarding design of publication;
* Oversees and trains graphic assistants;
* Performs related duties as required.

**Requirements**

* Bachelor’s degree in digital design, graphic design, graphic communications or related field.
* Minimum 5 years successful professional design experience, preferably at a digital agency or inhouse Web team for a product-driven business.
* Strong portfolio of design work, showing solution to business problems through effective design.
* Able to present concepts and lead internal teams to the correct solution.
* Experience in web marketing/web design with a strong knowledge of HTML, Photoshop, FTP, web design and development principles
* Deep knowledge with Web design processes
* Experience designing e-commerce websites