Job Title: Graphic Design Consultant

Position: Consultant

Payment: Hourly $30 - $40 (depending experience)

Hours: 120 – 150 annual

General Summary

Act as a design consultant, advising St. Croix Preparatory Academy, SCPA, team members of practical applications of graphic design to convey ideas.

Design and create various graphics products such as publications, multimedia displays, advertising/informational displays, logos, event materials and other communication materials. Utilize traditional design tools and materials, as well as computers, software, cameras and related equipment.

This position supports requests from SCPA, personnel, by producing creative materials cost effectively while promoting a professional school image that consistently reflects the SCPA brand identity. Other duties as assigned.

PRINCIPAL ACCOUNTABILITIES

Conceptualize, design, illustrate and construct graphic design products through the use of skill, talent, and expertise in Adobe software including InDesign, Illustrator and PhotoShop. Proofread products to produce accurate and high-quality work.

Present to, and work closely with SCPA staff to ensure the design meets their requirements. The end results would be several ideas and layouts that give the customer a good idea of how the end product will look. Manage and maintain graphic design files, including photos, logos and art.

Ability to take responsibility for special projects, problem solve, coordinate, estimate, find multiple design solutions and schedule these projects from start to finish to meet the customer's expectations; often under narrow parameters or strict budget constraints.

Coordinate and specify ink color, process color, spot color, paper and other printing requirements for all major projects requiring the use of outside vendors. Work closely with vendors to maintain budget, quality and accuracy.

Ability to effectively manage multiple projects/tasks of varying complexities, meet deadlines; ability to work with a diverse mix of customers; excellent organization and communication skills; strong analytical skills and the ability to meet tight deadlines in a fast-paced environment.

REQUIRED EDUCATION & EXPERIENCE

Requires a Bachelor's degree from an accredited college or university in Graphic Design, Industrial Design, Fine Arts or a related field and two years' experience in the graphic design field. Experienced in all graphics equipment, media and production techniques as well as coordinating the production of major graphic design projects from start to finish. The Designer would be responsible for providing their own subscriptions to Adobe software including InDesign, Illustrator and PhotoShop.