



Pride Winnipeg Festival

Volunteer Title:	Graphic Design Coordinator	Position Class:	Coordinator
Division:	Communications and Marketing	Department	Marketing
Reports To:	Marketing Director	Term:	N/A
Volunteer Job Description			
<p>Purpose:</p> <p>The Graphic Design Coordinator is responsible for the creative content of all Pride Winnipeg material; posters, banners and all ads, Pride Guide design, Social Media ads, etc.</p> <p>Duties:</p> <ul style="list-style-type: none"> • Reviewing Organization graphical need proposals with the Marketing Director and prioritizing needs. • Working with internal client on determining design style, format, print production and timescales for graphic requests. • Developing concepts, graphics and layouts for Organization publications, marketing and communication materials, programming material and other materials as needed. • Producing requested graphics and reviewing drafts and final product with internal client and Marketing Director. <p>Skills/Qualifications:</p> <ul style="list-style-type: none"> • A diploma or degree in graphic design or 3 years of formal experience as creative lead for an Organizations graphic department, ability to understand design research and the creative process, excellent organization skills, ability to coordinate and complete tasks under pressure, ability to meet tight turnarounds and deadlines, excellent attention to detail, excellent oral and written communication skills, experience with working with Adobe Suit products including InDesign, Photoshop and Illustrator and experience with Adobe Affect Effects considered an asset. 			