

# STURGIS BUFFALO CHIP®

**Position:** Graphic Designer

**Start Date:** Immediate

**Hours:** Full Time

**Objective:** Aid in the visual communication of Sturgis Buffalo Chip messages as part of larger department-wide marketing objectives.

## Specific Duties & Tasks

- Produce high-quality graphic pieces that adhere to Sturgis Buffalo Chip brand guidelines, including but not limited to the following:
  - Web Graphics
  - Logos
  - Printed Advertisements
  - Billboards
  - Festival Guides
  - Point of Sales Displays
  - Sales Materials
  - Corporate Reports
  - Printed Premiums
- Complete requested edits to assignments, adhering to company work flow procedure.
- Collaborate with marketing team to strategize campaigns and to create and implement supporting graphics.
- Provide project status reports during weekly staff and marketing meetings.
- Utilize Smartsheet project management software to determine assignments, organize assets and properly manage time.
- Provide to supervisor a daily work summary report outlining completed tasks and relaying status of ongoing projects.
- Provide support for Program Managers as needed.
- Provide event execution and Media Crew support as needed.

## Qualifications and Skills

- Bachelor's Degree in Graphic Design or related field.
- Proficiency using Adobe Photoshop, Adobe InDesign and Adobe Illustrator.
- Strong written and communication skills.
- Strong organizational skills and attention to detail.
- Strong self-discipline.
- Ability to manage multiple tasks at the same time.
- Ability to budget time efficiently in order to meet deadlines.
- Familiarity with social media platforms.
- Experience in photography preferred.

To apply, submit a cover letter, resume and portfolio to:

Daymon Woodruff  
[daymon@buffalochip.com](mailto:daymon@buffalochip.com)