



## EXTERNAL POSTING

<b>Position Vacancy:</b>	<b>Graphic Designer</b>
<b>Classification:</b>	Full-Time, Exempt, Salary Grade 24 Salary Range: \$51,272 - \$64,090
<b>Benefits:</b>	Administrative & Management Employee Benefits Package Ohio Public Employees Retirement System
<b>Profile:</b>	Under the direction of the Brand Manager, the Graphic Designer shall direct and manage the conceptualization, creation and facilitation of the park district's graphic identity. Includes graphic design and art direction, from concept to completion, of all internal and external communications.
<b>Activities/Qualifications:</b>	<p>Design, art direct and manage a professional level of visual communication to include, but not limited to: publications, brochures, advertisements and all printed pieces; banners, exhibits, displays, signage, park maps, kiosk materials and interpretive panels. Provide design support for social media, projects, web and staff. Organize priorities, multi-task and create production schedules. Obtain quotes and develop project specifications, complete purchase orders and process invoices for design work. Supervise and facilitate photo shoots and video shoots and manage photo library. Inventory and maintain park publications and coordinate materials distribution. Demonstrate creativity and innovation with current knowledge of graphic design principles, trends, hardware and software as needed. Provide input, direction and support for programs, events and materials. Set up and facilitate project meetings. Develop and maintain procedural manuals for areas of responsibility and other duties, as assigned. Flexible work hours, including evenings and weekends, and regular attendance as required by the employee handbook.</p> <p>Six+ years of relevant professional experience and a bachelor's degree in graphic design. General business knowledge typically acquired through formal training at bachelor's degree level and hands-on work experience. Excellent Macintosh skills in Adobe InDesign, PhotoShop, Illustrator and Acrobat; Microsoft Word, Excel and PowerPoint; other software. Demonstrated emotional intelligence to include self-awareness, accurate self-assessment, sensitivity, empathy, openness and reliability. Proven ability to establish and maintain relationships through trust and integrity. In-depth communication skills. Understanding of electronic and interactive technology. Valid driver's license. Employee may occasionally be required to be stationary or move across uneven terrain and communicate with others; regularly move objects up to 25 to 50 lbs; may occasionally be exposed to extreme outside weather.</p>
<b>Conditions of continued employment:</b>	Must successfully complete a probationary period and achieve successful screening results for drugs (including THC) and alcohol.
<b>Contact:</b>	Please email cover letter and resume in PDF or WORD format to: <a href="mailto:employment@summitmetroparks.org">employment@summitmetroparks.org</a>
<b>Posting Date:</b>	<b>September 15, 2025</b>
<b>Closing Date:</b>	<b>September 26, 2025</b>