

## Job Description

**Job Title: Graphic Artist/Designer Co-Op**

**Department: Marketing**

**Reports to: Director, Marketing and Communications    Effective: 9/2/2021**

### Job Summary:

Supports the Marketing team as well as the professional staff and Corporate Communications in the creation and development of graphic needs for marketing collateral, proposal and presentation processes. Initiate and create client and/or market-initiated collateral material for digital media and documents to enhance the branding for Landrum & Brown (L&B) within the Aviation industry.

### Duties/Responsibilities:

- Creates original visual media that communicates the desired message in an engaging and unified way
- Adapts technical content to graphic designs
- Prepares drafts of design work and provides samples to appropriate staff for review
- Revises projects as necessary based on collaborative feedback process
- Consults with other team members as needed on complex or specialized projects
- Prepares print orders and assembly instructions on notification of final approval
- Communicates effectively with all levels of staff within the company
- Coordinates with multiple parties internally/externally
- Provides a high level of attention to detail and handles multiple deadlines
- Assists with proposal production
- Performs other related duties as assigned

### Required Skills/Abilities:

- Excellent InDesign, Adobe Suite, Microsoft PowerPoint skills
- Excellent verbal and written communication skills
- Excellent attention to detail and proof-reading skills
- Strong layout skills and creative services and strong customer focus
- Proficient Premier Pro, Prezi, After Effects, WordPress, Constant Contact skills
- Ability to function well in a high-paced and deadline driven environment
- Ability to prioritize task

### Education and Experience:

- Bachelor's Degree in Graphic Design or Senior in Graphic Design program
- Experience in the Architectural and Engineering Industry preferred
- Experience in digital media marketing preferred
- Experience with RFP/RFQ implementation preferred



## Travel Expectations

Minimal travel required.

Our goal at L&B is to provide and maintain a work environment that fosters mutual respect, professionalism and cooperation. L&B is an equal opportunity employer that does not discriminate on the basis of race, creed, color, religion, national origin, ancestry, citizenship status, age, gender, marital status or any other characteristic protected by applicable federal, state or local law.

Nothing contained in this job description is intended to nor does it create a contract of employment for any specific duration. I understand and agree that my employment can be terminated with or without cause and with or without notice at any time at the option of either me or the company.

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Employee's Name (Please print)

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Date

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Employee's Signature