



Graphic Designer

Webedia Movies Pro provides integrated digital marketing and ticketing products and services to the global film industry. As part of our ongoing commitment to delivering a world class service to our clients, we seek a Graphic Designer with knowledge of the latest trends in digital/ecommerce and familiarity with the cinema industry.

Job is based in Ridgefield, Connecticut.

SUMMARY: Designs email and web marketing products and services for cinema customers.

DUTIES AND RESPONSIBILITIES:

- Provides in-house graphic design and print preparation of marketing services to cinemas including but not limited to brochures, newsletters, website materials.
- Prioritizes and manages multiple projects within design and contract specifications.
- Updates customer websites as necessary, including generation of special broadcasts, special requests, and any specially requested artwork.
- Sets up new customers, including creation of new chains in the company database; creation of records and entering required information into the newsletter system; uploading subscriber lists; and creating proof pages for customers.
- Manages projects from conceptualization to production, including but not limited to consulting with client and management to determine scope of project, developing sample layouts for approval, and preparing final layout for production.
- Assures quality of final product before release.
- Maintains high level of knowledge and skill with all computer software related to the design and production of print materials.
- Assists with company's web domains, including working with technology staff.
- Assists with strategizing, designing, and producing visual communications.
- Interacts and collaborates effectively with internal and external team members to assure creative needs of the company are met.

- Performs other related duties as assigned by management.

QUALIFICATIONS:

- Bachelor's degree (B.A.) in related field or equivalent experience
- Two to four years related experience or equivalent
- Proficient on Adobe Photoshop, Quark, InDesign and HTML
- Knowledge of Sketch a plus
- Knowledge of DNS, FTP and various email platforms and programs
- Ability to conceptualize creative concepts
- Ability to render excellent customer service
- Strong attention to detail
- Commitment to excellence and high standards
- Excellent written and oral communication skills
- Excellent presentation skills
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- Demonstrated ability to plan and organize projects
- Ability to work on complex projects with general direction and minimal guidance.
- Ability to work independently and as a member of various teams and committees
- Proven ability to handle multiple projects and meet deadlines
- Creative, flexible, and innovative team player

Please send resumes to: hr@webedia.us

