



Graphic Design Coordinator

Classification Status:	Exempt, Full-time
Work Schedule:	Monday – Friday, 8am-5pm
Salary Grade/Level/Range:	Salary Commensurate with Experience
Reports Directly to:	Senior Manager of Marketing and Communications

Position Overview

The Graphic Design Coordinator will be responsible for providing a wide variety of graphic art/design services, production coordination, and copywriting that promotes the programs, events, and mission of the Tampa Downtown Partnership (the Partnership). This position requires someone who is creative, professional, organized, and exudes a high level of energy to multi-task, meet short deadlines, and prioritize projects to accommodate unforeseen needs.

Essential Job Duties

Coordinate and implement graphic design and brand concepts for the Partnership

- Produce final artwork for different media and different sizes, including digital, email, signage, print media, etc.
- Upload and/or deliver materials and liaises with outside production suppliers
- Illustrate marketing materials in different formats based on the Partnership’s brand standards
- Ability to design for various brand identities and styles under the Partnership’s initiatives
- Maintain accurate online file archives of graphic design materials
- Proactively brainstorms, including crafting mock-up design ideas and presenting strategic ideas to internal staff
- Coordinates printing services as needed to meet project deadlines

Required Skills and Competencies

- Proficient with programs utilized in graphic design, including Adobe Creative Suite (Illustrator, InDesign, Photoshop, Acrobat, etc.), Canva, etc.
- Knowledge of email marketing software such as Constant Contact, Mail Chimp, etc.
- Strong ability to create compelling graphics and illustrations
- Knowledgeable on emerging design and current marketing trends
- Proven ability to meet tight deadlines and work on multiple creative projects simultaneously
- Demonstrates intellectual integrity, fairness, and open-mindedness
- Must be able to interact with all levels of staff, Board of Director members, business and community leaders, and stakeholders
- Required Work Samples
- Must submit 2-3 design examples with a resume

Required Education and Experience

- Graduation from an accredited college or university with a bachelor’s degree in Graphic Design, Advertising, Marketing, or a related field and a minimum of six (6) months of experience as a graphic designer or UX designer
- Knowledge of motion graphics and experience in copywriting preferred



Statement of Other Duties Disclaimer

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of this position. Job duties may change at any time, with or without notice.

About the Partnership

Vision

Tampa Downtown Partnership is the leader in fostering a vibrant, diverse, 24-hour downtown neighborhoods in which to learn, live, work and play.

Mission

The strategic mission of Tampa Downtown Partnership is to be the steward of downtown Tampa, while cultivating effective public/private partnerships to facilitate catalytic physical and economic development.

Tampa Downtown Partnership is a private, membership-based not-for-profit 501(c)(6) comprised of companies, organizations, and individuals with a common goal of advancing Tampa's Downtown. Through an annual contract with the City of Tampa, Tampa Downtown Partnership administers the Special Services District. In addition to Tampa's Downtown Guides and Clean Team, Tampa Downtown Partnership serves downtown through marketing, business development, transportation, advocacy, public space activation, planning, and beautification.

Equal Employment Opportunity

The Partnership is an equal-opportunity employer. It is the policy of the Partnership to provide equal employment opportunities to all employees and applicants for employment without regard to race, creed, color, age, sex, religion, disability/handicap, pregnancy, childbirth, or related medical condition, citizenship status, service member status, sexual orientation, gender identity or expression, familial status, marital status, national origin, genetic information, or any other category protected by law in all employment practices

Additional Compensation

Fully paid Health and Dental Benefits, and Life Insurance
Matching 401K
Paid Personal Time Off
Commuter Transportation Allowance

Application Information

Resumes and cover letters should be emailed directly to Caroline Keesler, Senior Manager of Marketing and Communications, at ckeesler@tampasdowntown.com. Only candidates meeting the qualifications need to apply. Phone calls will not be accepted. The position will remain open until filled.