

Job Title: Junior Graphic Designer

Frequency: Part-Time (10-15 hrs/week)

Salary Range: \$10.00 - \$12.00 / hr

Location: Lancaster NH Office

Summary:

Entry-level Graphic Design associate for work in Photoshop, Illustrator, InDesign for print and web content creation.

Description:

Phlume MEDIA is in search of a part time Graphic Design Associate for production work in Lancaster NH. We are looking for a responsible and reliable individual with interest in developing their Graphic Design skills. Some basic understanding of Adobe software is preferred, but not required. Work will be on site at the production office in Lancaster NH 2-3 days a week. Additional opportunities may be available to work on set for live-recorded productions within the Studio, as well as live-stream sports/events.

Responsibilities:

- Generation of on-screen graphics for various productions using templates in Adobe software.
- Editing, resizing, color correction and masking of elements to create new graphics as needed.
- Uploads and edits of graphic content to various Phlume-managed web domains
- Digital changes to branded sales sheets, marketing materials, fliers, posters and web graphics
- Creation of sales and marketing banners, images, and fliers for social campaigns.
- Other digital content generation duties as required

Required Skills:

- High School diploma or equivalent
- Time management and sense of urgency to meet deadline-driven tasks
- Familiarity with photo editing and graphics creation software titles from Adobe.
- Ability to self-manage independently and meet strict design standards and requirements
- Understanding of basic design principals (consistency, contrast, balance, focal point...)
- Basic computer knowledge, keyboarding and typesetting skills
- Willingness and flexibility to learn new techniques and follow established standards
- Excellent attention to detail and willingness to be creative

Nice-to-have Skills:

- AA degree in fine arts, graphic design, multimedia, or similar
- Additional Adobe software titles (Premiere, After Effects, Audition)
- Microsoft Word document, PowerPoint presentation and Excel spreadsheet management
- Live streaming experience with Facebook live or YouTube
- Live Production switching experience with Tricaster, Livestream, Broadcast Pix or similar
- Experience on set working with studio or film productions
- Experience with live audio production
- Experience with DMX address assignment and lighting stages

If the above role interest you, please send a **cover letter and resume**, along with applicable examples of your work (web, graphics, or video production examples) to careers@phlume.com. Due to the number of response to these submissions, we will try to respond as quickly as possible, but cannot guarantee a response to every applicant.

Phlume Media, LLC is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.

Phlume Media LLC is a Recovery Friendly Workplace. Our company does not discriminate against individuals working toward recovery from substance abuse, nor do we tolerate recovery discrimination between individuals among our workforce. [Recovery Friendly Workplaces](#) (RFW's) support their communities by recognizing recovery from substance use disorder as a strength and by being willing to hire and work intentionally with people in recovery. Recovery Friendly Workplaces (such as Phlume Media) encourage an environment where employers, employees, and communities can collaborate to create positive change and eliminate barriers for those impacted by addiction