



San Diego Pride

PRIDE *Job Description – Graphic Production Artist*

Job Title:	Graphic Production Artist
Reports to:	Director of Marketing and Communications
FLSA Status:	Non-Exempt
Position Type:	Part-Time, Temporary (20 hours per week)
Salary:	\$25.00 / hour
Schedule:	12-20 hours per week (4-6 month temporary position)
Location:	San Diego; In-Person preferred; Hybrid option possible

ABOUT SAN DIEGO PRIDE: San Diego Pride is a 501(c)(3) nonprofit organization with a mission to foster pride, equality, and respect for all lesbian, gay, bisexual, and transgender communities locally, nationally, and globally. San Diego Pride is a year-round LGBTQ education and advocacy organization and one of the oldest LGBTQ-serving nonprofits in San Diego, best known for our annual flagship celebrations - the Pride Parade and Festival - that brings together more than 350,000 individuals from San Diego and across the globe. San Diego Pride is also the most philanthropic Pride organization in the world, having distributed over \$3 million to LGBTQ-serving nonprofits since 1996.

ABOUT THE POSITION: San Diego Pride's Production Artist supports the San Diego Pride marketing strategy by creating and manipulating graphic images, animations, sound, text, and video into multimedia programs, digital, and print media. Uses knowledge of current graphic design software to produce graphic art and visual materials for promotions, advertisements, and videos.

ESSENTIAL DUTIES & RESPONSIBILITIES: Under the general direction of the Director of Marketing and Communications, the Graphic Artist is responsible for using creativity while adhering to brand guidelines and schedules to create compelling graphics for print and digital media. Ability to work independently with minimal supervision and as a team, particularly with the Digital Marketing Specialist, to create, design, and edit images, photos, and videos for San Diego Pride.

- Assist in developing content and campaigns for Pride programs and the annual festival.
- Deliver quality designs, on schedule and within budget parameters, from concept to production level.
- Effectively prioritize, manage, and accomplish multiple projects simultaneously in a fast-paced environment.
- Concept and execute within brand standards, applying to email, social content, ads, landing pages, etc.
- Quickly gain an understanding of the brand and audience to execute conceptual and strategic design work.
- Work closely with the Director of Marketing and Communications, Digital Marketing Specialist, and Program Directors to ensure an optimal outcome for final materials.
- Proactively seek necessary information on project requirements to ensure clarity and alignment on timelines, deliverables, and assets.
- Interact effectively through graphic, verbal, and written communication
- Excellent analytical, problem-solving, and organizational skills
- Detail oriented and thorough in double-checking production of assets.

REQUIRED KNOWLEDGE, SKILLS and EXPERIENCE

- **Experience:** Minimum of two (2) years of graphic production experience in a high throughput environment.
- **Education:** A degree in a related field is preferred; however, any combination of experience, education, and training that would provide the equivalent knowledge and abilities may be considered.
- **Field of Expertise:** Marketing, design, production. Required: LGBTQ+ issues and community..
- **Diversity and Inclusivity:** Experience working with diverse communities. Demonstrated understanding of LGBTQ issues, equity, equality, inclusivity, and intersectionality.
- **Communication:** strong verbal and written communications skills necessary to communicate information effectively. Able to speak persuasively and write clearly and concisely.
- **Outreach:** Strong interpersonal skills and the ability to communicate articulately and to connect with a variety of populations.
- **Planning & Organizing:** Time management and organizational skills necessary to prioritize and complete multiple projects with competing deadlines.
- **Problem Solving and Adaptability:** Ability to identify problems or challenges and quickly adapt to effective and efficient solutions.
- **Software Skills:** Strong knowledge of Adobe Creative Suite (Photoshop, Illustrator, InDesign, and video editing software)
- and Canva.
- **Background Check:** Employees working with San Diego Pride must be able to pass a background check, conducted by San Diego Pride prior to offer of employment.
- **Availability:** Working regular weekends and evenings will be required.

Minimum Qualifications

- Minimum of one (1) year of professional experience managing design approval and version control workflow in fast-paced environment
- Minimum of two (2) years of experience in graphic design.
- Ability to communicate effectively in English in both oral and written formats.
- Understanding of sizing, resolution, and compressing of art files for both web and print.
- Understanding of branding and adherence to branding guidelines.
- Commitment to the mission of San Diego Pride, to foster pride, equality, and respect for all lesbian, gay, bisexual, and transgender communities locally, nationally, and globally.

Preferred Qualifications

- Illustration and sketching skills
- Photography and videography skills
- Working knowledge of cloud base project management software such as Asana, Monday.com, Airtable, etc.
- Bilingual Spanish language is a plus.
- Experience working with the LGBTQ community and familiarity with issues of relevance to LGBTQ people and intersectional justice issues. Demonstrated passion for obtaining resources for marginalized communities.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl. The employee will frequently lift up to 50 pounds. The employee may be required to travel for a variety of work functions such as providing trainings and attending off-site meetings.

Work Environment

All employees and volunteers of San Diego Pride must maintain an environment that is friendly, welcoming, and accepting of all factions of the Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and any other members of our community.

To Apply

Send a resume AND cover letter to Careers@sdpride.org. No phone calls, social media messages, or office visits, please.

**** San Diego Pride is an equal opportunity employer***

REQUIRED KNOWLEDGE, SKILLS, & EXPERIENCE:

- **Education** – A bachelor’s degree is preferred but not required. Any combination of experience, education, and training that would likely provide the required knowledge and abilities is qualifying.
- **Experience** – 1-2 years of progressively-responsible experience working or volunteering in the LGBTQ community is preferred. Can substitute a combination of education and experience.
- **Preferred Field of Expertise** – LGBTQ Issues and Programming, Coalition Building, Event Management
- **Diversity and Inclusivity** – Experience working with diverse communities. Demonstrated understanding of LGBTQ issues, equity, equality, inclusivity, and intersectionality.
- **Communication** – Strong verbal and written communications skills necessary to present data effectively. Able to speak persuasively and write clearly and concisely.
- **Volunteer Coordination** – Ability to provide direction, support, and coaching to Pride volunteers with a variety of lived experiences.
- **Planning & Organizing** – Time management and organizational skills necessary to manage multiple projects, appropriately prioritize workload, plan for resources to meet deadlines and goals, and work independently in day-to-day functional needs.
- **Problem Solving** - Ability to anticipate and identify problems and use sound judgment and fact-based analysis to develop effective and efficient solutions. Demonstrated application of judgment based on experience and knowledge.
- **Software Skills** – Including use of Microsoft Office, Dropbox, Google Drive, and web-based applications.
- **Reliable Transportation** – this position will require occasional travel around the San Diego area for program events.
- **Background Check** – Employees working with San Diego Pride must be able to pass a background check, conducted by San Diego Pride prior to offer of employment.
- **Work Schedule** – Working some weekends and evenings will be required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms. The employee is occasionally required to lift or push up to 30 lbs., stand, walk, stoop, kneel, crouch, or crawl. The employee may be required to travel for a variety of work functions such as providing trainings and attending off-site meetings.

WORK ENVIRONMENT: All employees of San Diego Pride must maintain an environment that is friendly, welcoming, and accepting of all factions of the Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and any other members of our community.

TO APPLY: Send a resume and cover letter to Careers@sdpride.org. No phone calls, social media messages, or office visits, please.

**** San Diego Pride is an equal opportunity employer****