



Emerald Media Group

Job Description

Creative Department -- Designer

At Emerald Media Group we are anything but ordinary. We look for a very specific personality and skill set in our employees.

At EMG, nothing is ever *good enough*. We're creators, innovators, entrepreneurs and our own worst critic. Every facet of our organization is constantly being reinvented and challenges the conventional. We identify quickly what doesn't work, and focus on finding out what does. We do things differently in an effort to "make college better." Better for the people that work for us as well as those who interact with us.

Failure motivates us. Problem solving energizes us. Experimentation fascinates us. Success drives us. When we've created something great, we move on and strive to create something better.

We are looking for hungry students, with a passion for the practice of modern media and journalism techniques, interested in helping us improve our digital growth on both the business and editorial sides of our media group. If you have a devotion to digital innovation and excellence, thrive in a fast paced environment and are as passionate about helping change the lives of the Emerald staff as we are about changing the lives of those around us, we want you.

Overview

EMG designers work in the creative department facilitating creative work for all business departments and the clients they serve. This includes taking on roles and responsibilities to produce and deliver quality content for clients that meet the goals, objectives, and deadlines set forth by EMG. Designers are expected to work with all mediums (e.g. print, digital, mobile, etc.) giving them a holistic experience here at EMG. They will personally quality check all deliverables to ensure the highest standard of quality and consistency that EMG is known for. Designers will work hand-in-hand with the Creative Director to help establish the final design aesthetics for EMG and its clients.

Primary Duties

- Works with the Creative Director to manage all EMG deliverables and project timelines for all work produced for multiple EMG departments and clients.

- Participates in ongoing critiques and training to ensure personal and organizational growth.
- Acts as a resource to other design staff by answering basic questions about workflows, collaborating on projects and ensuring quality client work.

Specific Duties

- **Design:** Creates engaging work using best graphic design practices and on all platforms required (e.g. print, digital, mobile, etc.) and has a broad proficiency in the Adobe Creative Suite/Cloud programs EMG uses in its day-to-day workflows.
- **Training:** Participates in ongoing EMG critiques and training as needed.
- **Operations Management:** Attends the weekly business leaders meeting to report on active projects and creative staff. Coordinates and manages weekly meetings with the creative staff to manage and monitor ongoing project deliverables.
- **Hours:** Works an agreed upon schedule to meet the needs of EMG and its clients. Hours will average between 9-10 hours per week.
- **Team-building:** Works with other designers and other departmental staff to deliver on EMG and client goals in a collaborative environment.
- **Talent acquisition and development:** Helps recruit talented, passionate, and hard working students that are a good fit for EMG.
- **Other:** Other duties as assigned.

General Expectations:

- Must be a currently enrolled U of O student in good academic standing
- Must be able to balance class load with demands of the position
- Must have excellent communication skills
 - 24 hour response to email and phone calls
 - 2 weeks notices for absences and resignation
 - Relay client information to appropriate departments and personnel
 - Be able to articulate what EMG is and what it does
- Must be highly motivated and task oriented
 - Must be able to work independently, be a self starter and work little supervision
- Employees will be held accountable for deadlines, goals, and meeting objectives.

- Must have excellent time management skills
 - Highly organized and able to keep track of assignments and deadlines
- Punctuality (5 minutes early is on time)
- Attend meetings as assigned
- Keeping office hours (see below for actual hour requirements)
- Handle mistakes professionally, quickly and efficiently (don't be afraid to say you were wrong and take ownership of the solution)
- Help each other out (at the end of the day this is all of our jobs -- carry the sandbags. "That's not my job" is NOT part of an EMG employee's vocabulary)
- Dress code: Must maintain a business casual or business professional appearance.
- When you're in the office, you need to be working on EMG-related business (no class projects or homework is allowed)
- Be a good ambassador for EMG. (you're always representing the brand while you're employed within the organization)

Emerald Expectations:

- Must be a creative thinker with a strong desire for innovation. EMG strives to be ahead of the curve and a thought leader invested in developing new trends and needs student leaders that embrace those goals and culture.
- The desire and understanding that ongoing research/education drives the mission of Emerald Media Group and its goal "To make college better."

Experience:

- A strong passion for media, digital media, sales & marketing and project management
- Ability to regularly meet and/or exceed goals, especially under tight deadlines
- Ability to work in a strong, team-driven environment
- A proven work ethic that shows a history of ownership/responsibility