

ILLUME

Job Title: Graphic Design and Production Assistant

Status: Part time, 20 - 30 hours per week

Compensation: \$25-\$31 per hour *Depending on Experience

Location: Tucson, AZ or Remote

JOB SUMMARY

The Graphic Design and Production Assistant will be responsible for the design, development and production of internal and external reporting and in-house marketing materials. This position will work closely with the Managing Consultant of Graphic Design and Production in a highly collaborative environment to create new materials that represent the brand accordingly.

The ideal candidate must have a thorough knowledge of design with strong conceptual and production skills and the ability to execute all projects from concept to completion. Including but not limited to image editing and creation, layout and design, social media and video capture and edits.

It is important for the Graphic Design and Production Assistant to be able to work within established brand guidelines while still innovating and pushing the boundaries across different platforms. They will also have multiple day-to-day responsibilities that are time-sensitive and require a high level of attention to detail.

PRIMARY RESPONSIBILITIES

- Creating visual assets for graphic design and marketing collateral materials for reports and company marketing on an array of primarily digital platforms, including video and animation.
- Working with template-style documents, i.e., reports and marketing content. Print design and production is a plus, specifically strong layout and typographical skills.
- Updating and managing visual assets to be used across multiple delivery platforms—print and digital (including video)
- Data visualization, including information graphics experience a plus

OTHER DUTIES

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

COLLABORATION

Collaboration is the minimum standard at ILLUME. Team members build trust through regular, open, and honest communication and by working together across the company to ensure the success of every project. By working together, we create the momentum to accomplish our company objectives and together attain exceptional results.

REQUIRED EDUCATION OR EXPERIENCE

Graphic design/visual communications degree, certification, or equivalent experience, plus an additional three to four years' experience in design, production, and visual asset creation.

REQUIRED QUALIFICATIONS

- Strong conceptual and creative thinking skills, as well as a solid knowledge of typography, color theory, design systems and layout principles.
- Expertise in Adobe Creative Cloud, specifically Photoshop, Illustrator, and InDesign.
- Proficient in Microsoft Office
- Good understanding of marketing principles, social media, and photography.
- Knowledge in developing creative concepts and campaigns that work consistently across various materials
- Knowledgeable in current design trends
- Ability to follow creative direction, maintain brand standards and work collaboratively. Ability to respond effectively and appropriately to creative feedback.
- Ability to demonstrate resourcefulness, accountability, and outstanding attention to detail.

SOFTWARE PROFICIENCIES

ILLUME uses a wide range of software and media. Candidates must be willing to learn new programs and software, continually growing their own graphic toolbox. While limited experience in one or more programs is not exclusionary, candidates with strong proficiencies in the following programs are preferred:

- Adobe InDesign
- Adobe Illustrator
- Adobe Photoshop
- Adobe Premier
- Microsoft PowerPoint
- Microsoft Word
- Microsoft Excel

TO APPLY

Please submit all required materials below to hiring@illumeadvising.com:

- Resume
- Portfolio samples (link or attachments) from past work

In the subject line of your email, indicate the following:

Last name_First name_ Graphic Design and Production Assistant

Expect that we will carefully review all materials. Incomplete applications will not be considered.

ILLUME will accept applications until the position is filled.

BENEFITS

- 401(k) with 3% match
- Prorated PTO – 108 hours annually
- Holiday days – prorated time (60% of 8 hours)

WORKING CONDITIONS

ILLUME employees work in a hybrid work environment and we continuously monitor public health guidelines to make any updates necessary to ensure the health and safety of all employees.

This position requires sitting (or standing) for long periods of time at a computer; and communicating by telephone and email. Dress code at ILLUME is business casual (“pulled together”). This position may require some travel from time to time.

BACKGROUND SCREENING AND DRUG TESTING

Many clients of ILLUME Advising require individuals who will be working with confidential information, visiting client customer homes or businesses, or meet another contractually required circumstance to pass a background screen and/or drug test. In the event you are assigned to work on a contract with client ordered screening requirements you will be required to complete the client’s required screening before working on the project with appropriate notice. The results of background screening and drug testing are used solely to meet client criteria for working on specific projects.

COVID-19

As a federal contractor, ILLUME requires staff to have been vaccinated against COVID-19 or be willing to receive a vaccine against COVID-19 within 45 days of hire where permitted by applicable law. This is a mandatory requirement except for employees with documented medical reasons and/or exceptions in accordance with the Civil Rights Act.

CULTURE AND COMMITMENT AT ILLUME

Our Vision: ILLUME is the premier consultancy for advancing, re-envisioning, and equitably transforming the energy industry. We align with clean energy and social justice imperatives and give primacy to human dreams and aspirations so that all can thrive in a clean energy future.

Our Commitment to Team Values: At ILLUME, we value the diverse lived experiences of our team. We view diversity, equity, and inclusion (DEI) as an on-going commitment and investment in the growth of our employees, the growth of our company culture, and the growth of our industry. By centering environmental justice, climate change mitigation, and social justice in our work, we aim to transform the way the energy industry looks at its challenges. We believe that our collective well-being depends on how well we explore, elevate, and communicate the experiences of all people who use the electric grid. We quantify the impacts of our public investments to reduce energy demand and mitigate climate change.

ILLUME considers our investment in our team as a long-term and mutual investment. At ILLUME, we're committed to building a valued business while ensuring rewarding careers to our employees, and we're committed to a work environment in which all individuals are treated with respect and dignity. ILLUME does not discriminate in its employment practices regarding age, ancestry, arrest record, color, conviction record, creed, cultural background, disability, ethnicity, gender, gender identity or expression, marital status, military obligations, national origin, race, religion, sex, sexual orientation, or other protected characteristic outlined by federal, state, or local laws.