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Tuesday, January 24, 2023

Volume LXVIII No. 4

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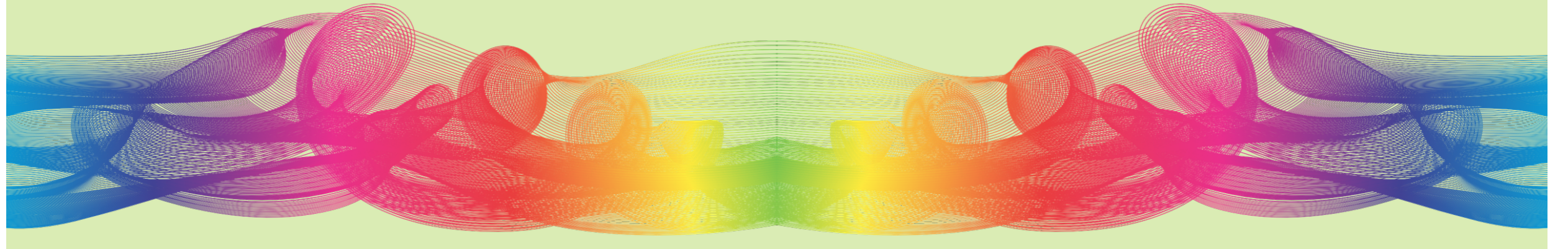
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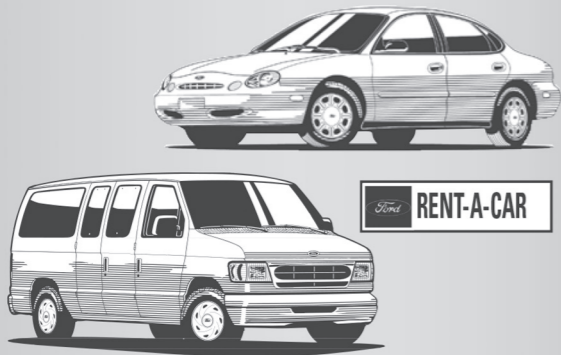
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An essential role in leading a team of Graphic Designers that support the Marketing efforts of all Diamond Vogel Business Units. The Graphics Manager will direct the production and layout of artwork, facilitating communication and collaboration with Marketing Managers to ensure project specifications are met.

Supervisory Responsibilities:

- Oversees the day-to-day workflow and output of the department, prioritizing and assigning projects.
- Provide guidance and leadership on projects; creates and implements additional training and development as needed.
- Conduct performance evaluations that are timely and constructive.

Duties & Responsibilities:

- Oversees and manages art preparation and prepress layout, providing guidance as needed.
- Establishes and implements a work order process through which design consultation can occur, specifications can be collected, and projects can be assigned and prioritized.
- Ensures finished projects align with customer and project requirements before product leaves department for printing, delivery, and/or distribution.
- Schedules and leads regular departmental meetings to discuss projects and priorities for team members and to address questions or concerns regarding company policies and procedures.
- Maintains departmental equipment and supplies; may research and negotiate with vendors to secure competitive prices on required materials and equipment.
- Attends design consultation meetings for unusual or large-scale projects.
- Collaborates with internal sales and marketing departments.
- Assists team members with projects as needed.
- Performs other duties as required.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent sense of design.
- Thorough understanding of typography, drawing, and lettering techniques.
- Proficient in Microsoft Office Suite and graphic design software such as Adobe Creative Suite.
- Excellent organizational skills and attention to detail.
- Understanding of, or ability to learn, art and print methods that relate to the organization's product and packaging needs.

Education and Experience:

- Bachelor's degree required; BFA in in Art, Graphic Arts, or related discipline highly preferred.
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