

JOB ANNOUNCEMENT

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| Position Title: | Production Artist |
| Application Deadline: | September 17, 2021 |
| Position Availability: | Immediate Opening |
| Location: | Oceanside, CA |
| Position Type: | Part Time Temporary |
| Position Pay: | \$20 - \$21/hour, depending on experience |

About the Company

Action Research is a behavior change consulting firm. We specialize in the application of social science research to outreach programs that promote safe, healthy, and sustainable communities. Founded in 2001, Action Research has international recognition as a pioneer in developing effective community-based social marketing programs. Our global clientele includes dozens of governmental agencies, non-profit organizations, and private companies who seek to promote sustainability. Our work has been highlighted in the media, presentations and publications. Our work is featured in the book *Social Marketing to Protect the Environment: What Works*. All senior staff members have graduate-level degrees in the behavioral sciences and extensive experience in survey and sampling methods, strategy development and research designs.

Position Summary

The **Production Artist** is intended to support the creative activities of the company through assisting in updates, final layouts, and proofing files for both internal collateral and public behavior change campaigns in the domains of environment, health, and public safety.

Minimum Qualifications

- 1+ years related experience in art production or graphic design.
- Associate Degree, certificate, or equivalent; B.A. or B.S. preferred.
- A portfolio of previous design work to showcase experience.
- Strong technical knowledge of Adobe Creative suite including Photoshop, Illustrator, InDesign, etc.
- Familiarity with Microsoft Office applications including Outlook, Word, and PowerPoint.
- Ability to clearly communicate design ideas and concepts for campaigns and projects.
- Excellent written and verbal communication skills.
- Ability to work both independently and within a team.

Desirable Qualifications (not required)

- Familiarity with using WordPress.
- General knowledge of key issues related to environment and sustainability.

Primary Responsibilities

- Create production files for a range of print- and web-based marketing communications.
- Refresh existing artwork based on new template guidelines.

- Replicate existing English designs with alternative languages.
- Update existing designs based on client feedback.
- Assist with the design of print communication materials such as brochures, stickers, posters, etc.
- Assist with the design of online content including email templates, social media graphics, promotional artwork, banners, web logos, website templates, and related materials.
- Follow graphic design standards.
- Complete projects in accordance with deadlines.
- Collaborate with team of content creators, strategists, and data analysts to produce successful education and behavior change campaign materials.
- Produce drafts for review by clients and make revisions based on the feedback received.
- Meet with Project Managers to understand client needs, goals, and constraints.
- Make various formats of supplied artwork production-ready and resolve any artwork issues that arise during production.
- Provide high-quality, completed assignments according to output specifications including dimensions, bleeds, resolution, color space, size, format, image compression, and file optimization, etc., ensuring that all layouts are aesthetically correct while maintaining graphic standards and a consistent appearance.
- At times, participate in brainstorming and discussion of concepts and creative ideas for material development and marketing related to look, feel, and visual impact.

Application Instructions

Please submit the following documents by email to Melanie Stubblefield (stubblefield@actionresearch-inc.com):

- 1) Resume or CV; and,
- 2) Cover Letter describing your interest and fit for the position.

Position will close on Friday, September 17, 2021 at 11:59 pm PST

COVID-19 considerations:

All staff are currently working remotely due to the COVID-19 pandemic. This position will work from our Oceanside office once we return to the office.

Equal Opportunity Employer



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