**Job Title:** Graphic Designer  
**Division / Department:** Creative Department

**Location:** Corporate Offices, Tulsa, OK.  
**Reports to:** Creative Manager

**Salary Range:**  
**Position Duration:**

**Type of position:** ☒ Full-time  ☐ Part-time  ☐ Contractor  ☐ Intern  
**FLSA Status:** ☒ Exempt  ☐ Non-exempt

### GENERAL POSITION OBJECTIVE

The objective of the Graphic Designer is to edit and produce materials that support Noria’s training, consulting and marketing services both internally and externally.

### POSITION DUTIES

Preserve coherent and consistent visual standards across all product lines by adhering to departmental standards, templates, color schemes, themes, and guidelines.

Closely follow quality control standards to ensure all products leaving the department are in line with other offerings.

Minimum of 5 years of experience creating and manipulating graphics at an intermediate level (i.e. develop/design a graphics concept, translate drawings into digitized renderings, manipulate renderings, and create vector graphics) in multiple formats in multiple software packages (i.e. Photoshop, Illustrator, InDesign).

Possess an intermediate level of experience with layout principles and flow pertaining to graphics and text.

Moderate to advanced experience with designing with words and word flow (typography).

Design and create templates (i.e. single page layouts, flyers, tri-fold brochures, 8-12 page brochures).

Must be able to take logos from concept to final digital vector product.

Design and create sales/marketing materials (i.e. product brochures, logos, web graphics, promotional fliers, catalogs, point-of-sale materials, sales presentation tools, direct mail pieces, trade show graphics).

Any Photography, HTML5 Animation, Illustration, or Software Programming experience is a plus.

### KNOWLEDGE, SKILLS, ABILITIES, AND EQUIPMENT USED

#### KNOWLEDGE & SKILLS

- 5 years of experience working with various software packages including: MS Office (Word, Excel, Outlook, PowerPoint), Adobe Creative Cloud (InDesign, Illustrator, Photoshop, Acrobat).
- Previous magazine experience is preferred.
- Photography and/or HTML experience is a plus but not required.

#### ABILITIES

- Must have the ability and desire to share tips and best practices.
- Physical requirements of this position can include but are not limited to: the ability to lift up to 25 pounds without assistance, moving objects in a general office setting, standing, climbing, bending, and other repetitive motions.
• Required use of office equipment can include but is not limited to: copier, shredder, scanner, phone, mouse, keyboard, computer, and multi-function printers.

• Must submit a portfolio upon application demonstrating real world experience and original work (i.e. no derivative work and no tutorial examples).

• Multitask and adhere to deadlines in a fast-paced environment.

• Experiment creatively within parameters set by Creative Lead.

• Maintain effective, collaborative working relationships with a range of people at all levels in the organization.

• Ability to work exclusively in a PC environment.

• Organization and attention to detail are essential

PERFORMANCE BEHAVIOR COMPETENCIES

The following list describes the performance behaviors necessary to meet the minimum requirements.

• Integrity
• Dependability
• Cooperation
• Results driven
• Adaptability
• Innovation
• Creative conceptualization
• Developer/multiplier

• Attention to detail
• Initiative
• Self-control
• Analytical thinking
• Flexibility
• Professionalism
• Strategic agility
• Collaboration

MINIMUM EDUCATION, CERTIFICATION, & LICENSURE QUALIFICATIONS

• Minimum of 5 years of experience in professional design role in addition to a bachelors or associates degree from an accredited university or technical school is required.

• 10 years of experience in a professional design role may be substituted for a higher degree.

Note: Nothing in this job description restricts management’s sole right to assign or reassign duties and responsibilities to this job at any time.