

INDIANAPOLIS MOTOR SPEEDWAY
POSITION DESCRIPTION

POSITION TITLE: Creative Services Part-time Graphic Designer

DEPARTMENT: Creative Services

REPORTS TO: Director of Creative Services

POSITION LOCATION: Hall of Fame Museum and various locations on IMS grounds

FLSA STATUS: Non-Exempt

SPECIFIC DUTIES:

With the Director and Graphic Designers of Creative Services, assists in creating compelling designs, layouts and formatting for event marketing and promotional materials and web site.

Assist in layout and research for the three event programs.

Uses computer programs to assist in creating print materials and multimedia projects for the many departments throughout the company.

Receives job request and instruction from Director of Creative Services and works on a project from start to finish.

Designs layout, receives approval and works with outside vendors to get the materials printed.

Files and maintains project archives.

Works with creative team to concept and design campaigns for other IMS properties.

Attends meetings pertaining to individual projects or brainstorming.

Develops strong relationships with all IMS departments, as well as outside vendors.

Manage all other duties as directed by supervisor.

QUALIFICATIONS:

Graduated from or attending a four year college or university in graphic design or related field.

Rev 2/12

Part-time Graphic Designer, Creative Services

Must be proficient in Macintosh based software: Adobe Photoshop, Illustrator, InDesign and Flash. Web design knowledge and experience also preferred.

Must have ability to manage multiple projects and deadlines.

Strong people skills; must be effective at managing good client relations.

Strong written and verbal communication skills. Copywriting ability a plus.

High integrity and confidentiality.

Innovative thinker and self-starter.

Self-sufficient and dependable.

Proficiency in Microsoft Word and Excel is helpful but not a must.

HOURS:

Maximum of 30 hours per week. Must be available to work event weekends. Office hours are Monday through Friday 8:30am to 5:00pm.

TARGETED EMPLOYMENT DATE:

March 1, 2012.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.