



COMPANY: AMELIE COMPANY
JOB TITLE: GRAPHIC DESIGNER / WEB DESIGNER
REPORTS TO: ART DIRECTOR, PRINCIPALS
DATE: 9-9-08

ABOUT US

Amélie Company is an independent advertising agency located in downtown Denver, Colorado (created in August 2002) developing marketing services and advertising products to a wide range of national and international clients.

Industries covered: Sports; Higher Education; Arts & Entertainment; Financial Services.

JOB DESCRIPTION

The ideal candidate for this position has both a solid foundation in graphic design as well as interactive media experience including strong working knowledge of HTML, CSS, SWF technologies and browser compatibility issues. He or she takes work seriously and has glowing reports from managers, co-workers and clients in an agency environment over the past 3-5 years.

Art Direction on layout, design and production of printed materials including but not limited to direct mail pieces (postcards, invitations, etc...), stationery items (business cards, letterheads, envelopes, note pads, etc...) newsletters, magazines, leaflets, brochures, flyers, POPs, posters, print ads, billboards and booth design; presschecks

Create (design and program) HTML pages, emails, and web banners
(animated gif/flash web banner creation/adaptation)

Strong working knowledge of website development in the LAMP environment (Linux, Apache, MySQL, PHP)

Create and/or collaborate on the creation of Flash content and knowledge of Actionscript 2.0
Video/Audio Production with After Effects and Final Cut a plus

Layout and scale photos, marking them for proper screen values for print/web reproduction;
Participate in the concepting for illustrating materials and publications including the selection, integration and manipulation of photos as well as artist's illustrations;

Must be able to create PDF files for client approval; must be able to read editor's marks.

Consult with Account Executives regarding design, media, and associated costs;

May review and approve blueline proofs with others to detect errors and indicate corrections;

Prepare, collect jobs and send digital files to clients, printers and other partners;

Organize copy flow and maintains database/bibliographic/archival retrieval system of all references used in creation of published materials;
Track working hours and design-related costs per project.
Manage day-to-day production activities.

EDUCATION, TRAINING AND EXPERIENCE REQUIRED:

Bachelor's Degree in Design or Digital Media;

Minimum of three years of experience in the graphic arts field with responsibility for layout and design, or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired is necessary. Candidates with AGENCY EXPERIENCE will be given priority.

KNOWLEDGE, SKILLS, ABILITIES AND WORKER CHARACTERISTICS:

Full working knowledge of print production parameters and creation of mechanicals
Strong design, layout and typography skills
Fast, experienced skill set with InDesign, Quark, Photoshop and Illustrator
Interactive media experience and mastery of Flash and DreamWeaver
Fluent in Mac OS operating system, with PC experience a plus
Ability to meet deadlines
Must be able to take direction and work as part of a close-knit team
Must have a good eye for detail and a strong sense of personal responsibility
Read/Write/Speak French or Italian: not required, but appreciated
A sense of humor

WORKING CONDITIONS:

Full-time, non-exempt, salaried position
Standard office environment, regular exposure to video terminal displays
Dynamic, high-energy team with high standards and high expectations
New custom-designed office suite

SALARY – Depending upon experience.

Qualified candidates: please send resume and work samples to dominique@ameliecompany.com