



**Position Title:** Design Manager

**Terms:** Full-Time, Non Exempt

**Department:** Marketing

**Location:** 300 N. Broadway, Ste 3A

The Greater Green Bay Chamber is seeking a highly motivated, dependable, creative, and skilled individual to serve as the Greater Green Bay Chamber Design Manager. Working with a dedicated and high-performing team, the ideal individual will deliver results and exceed expectations while supporting all Chamber departments and programs.

**About Us:** Established in 1882, the Greater Green Bay Chamber's mission is to strengthen member businesses, enhance economic and workforce development, and improve the quality of life for businesses and residents in our community and region.

**About the Role:** The Design Manager is an integral part of the Greater Green Bay Chamber team. This person will use their skills to uphold the Chambers mission, goals and brand identity and assist in sustaining program entities and creative identity. This individual will work efficiently under deadlines, is a good communicator, is well-organized and is self-directed.

**Responsibilities:**

- Collaborate with Chamber staff to design high-quality graphics for print and digital use, including but not limited to marketing and sales collateral, dashboards, event programs, media kits, event banners and event signage.
- Ensure the adequate inventory of printed collateral material.
- Assist in managing asset libraries of documents and photographs
- Provide support for internal initiatives and presentations
- Ensure all designs, print and digital, align with the Chamber brand standards and visual identity
- Keep up to date on digital and print design trends, best practices and tactics.
- Interact and communicate in a positive and responsive manner with Chamber staff, members, and members of the public

**Candidate Requirements:**

- A minimum of an associate degree in graphic design and 1-2 years of experience in a similar role.



- Proficiency in Adobe Premier Pro
- Advanced knowledge of the principles and practices of graphic design and print production.
- Ability to communicate effectively with individuals and groups, both in writing and verbally.
- Able to offer a variety of solutions and creative ideas.
- Demonstrated ability to multitask and meet deadlines in a fast-paced environment.
- Ability to communicate positively and adapt to changing priorities.

**Bonus Qualifications:**

- Publication design
- Photography
- Website design
- Video/animation

*Please provide a portfolio along with your resume.*