



## JOB DESCRIPTION

### Graphic Designer- Production

**Location:** Dallas, TX (Red Bird/Executive Airport area)  
**Reports to:** President  
**Status:** Full Time, Non-exempt  
**Supervisory Responsibilities:** None

#### Position Overview:

The Graphic Designer - Production will be responsible for supporting the customer service and production areas for graphic arts designs of product. Could be asked to use a customer logo or to create designs that are a fit with the customer's branding or desired message.

#### Essential Functions and Responsibilities:

- Provide artwork for production of customer orders to spec in a timely manner to meet shipping requirements
- Ensure quality and accuracy of design deliverables in production in a manner in which production can use the design with little to no changes or revisions
- Maintain established corporate brand standards, consistency of message and design across materials and media
- Assists with formatting copy and other marketing documents as needed
- Collaborates with President to determine new projects, pen styles or other needed art work assistance

#### Non-Essential Functions and Job Duties:

- Perform other duties as assigned

#### Required Knowledge, Skills and Abilities:

- Proven graphic designing experience
- Possession of creative flair, versatility, conceptual/visual ability and originality
- Demonstrable graphic design skills with strong portfolio
- Extensive knowledge of Adobe Creative Suite (Photoshop, InDesign, Acrobat, Illustrator) and Microsoft Office software applications
- Knowledge to build production / print ready files for traditional and variable print.
- Knowledge and understanding of color space: CMYK, RGB, Pantone
- Self-motivated, detailed oriented, and ability to work independently
- Ability to express ideas in a clear, concise manner both verbally and in writing
- Emphasis on clean, usable, and sophisticated layouts with meticulous eye for detail and style and a strong design process
- Detail-oriented with the ability to meet deadlines effectively and multitask

#### Required Education and Experience:

- Associate's degree or Bachelor degree in graphic design or related field preferred
- Experience in the promotional products industry preferred
- 2-5 years' experience in graphic arts production required

**Other Physical Requirements:**

- Requires standing, sitting for long periods of time daily
- Must be able to climb stairs daily
- May require lifting, pushing and pulling 1-25 pounds periodically to frequently
- Must be able to distinguish between colors, shapes and sizes on screen and in person
- Must be able to talk, hear and perform business calls or communicate face to face
- Must be able to use a computer keyboard, mouse and other tools used in graphic arts
- Will require other office related physical tasks

**About RiteLine LLC**

RiteLine LLC is a decorator of writing instruments, serving the advertising specialty industry. It is the policy of RiteLine LLC to provide products that meet or exceed our customers' expectations in regards to quality.

*Riteline LLC is an Equal Opportunity Employer (EOE)*