



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Republican Caucus
Classification: Graphic Designer
Posted: December 28, 2020

The California State Assembly Republican Caucus is looking for a talented, full-time Graphic Designer who thrives in a fast-paced environment and is passionate about design and communication. This position involves working closely with our design team, writers, and member support team to provide web and print materials for Assemblymembers and their constituents.

Skills Needed:

- Communication and collaboration skills, able to work with others and independently
- Attention to detail, organized, proofreading skills, ability to give and receive constructive criticism.
- Time management skills, able to prioritize
- Not afraid to be creative, strong work ethic and passion for design
- Proficiency in the latest Adobe Creative Suite design programs Lightroom, Photoshop, InDesign, and Illustrator, fluent in programs such as Word, Powerpoint, Excel, Numbers, Acrobat, etc.
- Fluent in design theory (typography, layout/composition, color palettes, photo editing and other creative processes)
- Experience in designing and preparing files: mail/brochures, website and social media graphics, posters, signage, banners, flyers, etc. (from preliminary mockups to finalizing pieces for print or digital output)
- General knowledge of Mac computers and platform

Required Education:

- Bachelor's in Graphic Design

Preferred Experience:

- 3+ years of design experience outside of schooling

Principle Responsibilities:

- Updating and creating new print and web collateral for mailers, brochures, posters, flyers, signage, logos, social media graphics, and website graphics
- Producing final mockups/building and cutting down foam core posters, press check samples for print, cutting down flyers, etc.
- Printing in-house and preparing/packaging files for print with local, on-site vendor
- Working with design programs: InDesign, Illustrator, and Lightroom, Photoshop
- Generating social media graphics, website banners, E-blast graphics, etc.
- Converting files/general troubleshooting in Adobe Acrobat
- Working closely with Senior designer, member representatives, and other staff
- Assist with other miscellaneous projects as needed (file organization, infographics, charts, tables, booklets, letterheads, Powerpoint presentations)

Contact: Please submit your cover letter and résumé with 5 examples of your best work as well as any online portfolio links to Robert Hanna at: Robert.Hanna@asm.ca.gov.