

April 2022

RO Team Opening: Design and Production

Rare Oath is seeking a new team member in the area of Design and Production. The successful candidate will be tasked with designing and versioning print and digital materials to support B2C and B2B clients. Our company philosophy and structure have been built on flexibility and collective energy to benefit our clients and provide a rewarding team culture. As such this role has some room for re-imagining based on the qualified candidate's interests, skills, and desired position details. To get the conversation started, here are some of our wish list items for this new team member.

Collective Energist: Design and Production

Key Responsibilities:

- Design print and digital assets from concept through production stages
- Version assets based on existing bodies of work, maintaining brand consistency
- Prep, flight-check, and share all files
- Photo editing and retouching
- Source materials needed to execute projects (i.e., stock imagery, fonts, etc.)
- Coordinate with production vendors and publications as needed
- Collaborate with team members, with emphasis on scope and schedule tracking
- Read, analyze, and interpret project support documents (i.e., schedules, briefs, etc.)
- Meet client deadlines and tight timeframes

Required Tools:

- Adobe Creative Suite
- Asana
- Excel and PowerPoint
- iMovie and KeyNote, a plus

Skill Development Opportunities:

- Wix
- MailChimp

Commitment:

- Minimum 20 hours/week (in-office and remote)
- Freelance or salaried, pending final details of role and schedule

To apply, please send your résumé and online portfolio or work samples to: katy@rareoath.com.