

# Galbraith & Paul

## Job Listing - Graphics Lead

Galbraith & Paul is seeking a creative and experienced design professional who is positive and proactive to coordinate and contribute to our Design & Graphics team, and to develop and manage our brand across a variety of platforms.

### *Graphics Team Responsibilities:*

#### **I. Collateral Print Materials Design & Production**

- A. Working with owners to develop new collateral print sales and marketing materials, including 120+ page Sourcebooks, brochures, individual postcards, sample cards, letterhead and business cards, display signage, etc.

#### **II. Web Site Content Creation and Management**

- A. Keep Wordpress website maintained and updated as needed using CMS.
- B. Creating regular updated splash page, home pages, and product pages to reflect new introductions.
- C. Keep client installation shots fresh and current

#### **III. Social Media - Instagram and Constant Contact**

- A. Working with owners to create new, compelling and varied social media content that features our studio, our process, our different product categories, and our brand.

#### **IV. Visual Brand Development and Management**

- A. Working with owners to define, develop and manage our visual brand across a variety of platforms - print, web, sampling, etc. This includes Logos, other text treatments, and signature images.

#### **V. Design Development and Support**

- A. Working with owners to develop new pattern designs and colorways for all product lines: Handblock, Ready to Wear, Wallpaper, Pillows, and Rugs.
- B. Exploring pattern scale, color, and repeat.

#### **VI. Production of Wallpaper Orders**

- A. Setting up and running Wallpaper Jobs on our wide format printers
- B. Producing Custom Wallpaper Strike-offs for clients.

The Graphics Lead will be trained and skilled in all of the above tasks. They will work closely with the owners to set priorities and tasks for the team, and will help both manage and contribute to getting things done.

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## *Required Experience:*

- 3-5 years working graphic design experience in at least one of the following three industries
  - Interior Design, Home Furnishings, or Fashion. Work experience should include similar or analogous tasks as above.
- Expertise in graphic design with Adobe Creative Suite, particularly in Photoshop, Illustrator, and InDesign.
- Experience with Wordpress or other Web CMS program.
- Interest in and knowledge about interior design and textiles.
- Experience managing a social media account.
- Commitment to ongoing learning and upgrading skills, particularly in areas of web technology and design trends.

## *Why Join Us?*

- We're a creative and artisanal business focused on making beautiful things with craftsmanship and care.
- We have talented team of artisans and others who work together in a supportive and positive environment.
- We believe in work/life balance: a full time job at Galbraith & Paul is 4 days - 32 hours.
- We encourage learning and growth in the workplace.
- Our salaries are competitive and based on experience.
- Our benefits are generous - healthcare, dental, fitness, and retirement.

To apply, send cover letter and resume to [job@galbraithandpaul.com](mailto:job@galbraithandpaul.com)

*Galbraith & Paul is an equal opportunity employer.*