

**Job Description**

MEE Productions (MEE) is seeking an experienced Digital/Social Media/Multimedia Designer with both print and digital capabilities to be responsible for all aspects of its graphic/multimedia design, from concept to development to execution. This person will design and support MEE's print materials (print & transit ads, logos, reports, newsletters, PowerPoint and Keynote presentations, promotional items) and social media, digital ad development and graphics design for MEE's Website design under the direction of MEE's senior management team. The selected candidate must demonstrate comprehensive, applied knowledge of graphic design, branding and print development techniques.

**Responsibilities Include:**

- Develop new content and/or update existing content for MEE's social media platforms, including the company's Facebook page, LinkedIn page, Twitter feed, Instagram account and YouTube channel(s).
- Develop new content and/or update existing content for MEE's project-related social media platforms, including TikTok, Facebook, LinkedIn, Twitter, Instagram and YouTube channel(s).
- Actively participate in Creative Team message/concept development sessions (based on MEE's research-based approach) to produce graphic designs, logos, iconography and storyboards for both internal and client-funded projects.
- Work with MEE Project Managers to design print-ready versions of traditional media for placement during marketing campaigns, including transit ads, outdoor media and print ads.
- Work with the MEE social media team to plan on-brand imagery that will be engaging to various digital audiences.
- Work with MEE's Management Team to develop the graphics and layout for the company's annual report and periodic newsletters.
- Work with MEE's Management Team to develop PowerPoint/Keynote presentations and other digital presentations.

**Minimum Position Qualifications:**

- A Graphic Design degree from an accredited community college, college or university, art school or design institute.
- A minimum of two years of paid visual/digital design work.
- A portfolio of work that demonstrates content creation skills.
- Must demonstrate advanced skills with Mac computer, software and tools and be familiar with Windows/PC operating systems.
- Must have experience with content creation or social media asset creation (Facebook, Twitter, Instagram, YouTube, TikTok and LinkedIn).
- Experience with Website design and maintenance tools, primarily WordPress and Adobe Muse CC. Knowledge of HTML/XHTML, CSS, PHP, MySQL, ASP is a plus.

The Digital/Social Media/Multimedia Designer must be a skilled, highly motivated professional for our national communications company with a presence in Philadelphia, PA, Los Angeles, CA, Columbus, OH, Atlanta, GA and South Africa. The Digital/Social Media/Multimedia Designer must execute consistent MEE branding and identity across all communications platforms. This professional will report to a Vice President.

**Specific Skills and Personal Qualities:**

- Self-motivated, with the desire to continue developing his, her or their skill set
- The ability to operate independently, while also establishing strong working relationships (remotely and/or in-person) with co-workers and cross-functional teams
- Must have experience working effectively and efficiently in both an in-person and remote setting
- Display the flexibility to get things completed as needed. Irregular working hours may sometimes be required; you must have the ability to multitask, prioritize projects, and communicate progress under tight deadlines
- Good communications skills and ability to relate ideas and concepts
- Strong project management skills. Must be able to manage timeline/resources to ensure on-time delivery
- Demonstrated creative ability and background
- Good writing and proofing skills, with attention to detail
- Familiarity with all digital file formats and the strengths and weaknesses of each
- Knowledge and understanding of the complete pre-press process, including file preparation
- Basic knowledge of black-and-white and color photographic processes and conventional and digital print processes

**Job Type:** Part-time or Full-time (based on project hours)

**Salary:** \$27.50 – \$32.50

**Schedule:** Monday to Friday

**Education:** Bachelor's (Preferred)

**Experience:** Graphic Design: 4 years (Required), Adobe Illustrator: 4 years (Preferred)

**Company's website:** [www.meeproductions.com](http://www.meeproductions.com)

**Company's Facebook page:** <https://www.facebook.com/MEEProductionsInc>

**How to Apply:** Send your resume to William Juzang (via email: [wjuzang@meeproductions.com](mailto:wjuzang@meeproductions.com))