

ISPI Michigan Chapter
Job Bank
Job Description Form

Company: Innovative Learning Group (ILG)

Location: Royal Oak, MI

Job Title: Graphic Designers

Type of Position: Freelance capacity on project-based client work

Contact Person: Lisa Toenniges, President: lisa.toenniges@innovativeLG.com

Responsibilities:

- Attend meetings with internal and external clients to better understand their needs
- Participate in creative team meetings to identify design direction for projects
- Prepare and present mock-ups to project teams, print, and electronic deliverables
- Prepare Web-ready screen designs, graphics, and animations using Photoshop, Illustrator, and Flash
- Prepare files in acceptable format for programmers and work with programmers directly to achieve quality results
- Prepare printer-ready final art using Photoshop, Illustrator, and InDesign
- Prepare files in acceptable format for specific printers/vendors and work with printers/vendors directly to achieve quality results
- Attend press checks and multimedia demonstrations when necessary
- Effectively proofread and quality-check work
- Manage electronic directory trees in logical manner
- Name files logically
- Maintain strict version control over documents

Qualifications:

The successful candidate will have many or all of the qualifications listed below:

- Have a degree in graphic design or similar field
- Have a minimum of five years professional experience working with Photoshop, Illustrator, and Flash to create Web-ready art
- Have a minimum of one year professional experience working with InDesign and Illustrator to create printer-ready art
- Have at least one year of experience working on e-learning courses
- Be proficient in all Microsoft Office applications and creating art for these applications
- Be client-focused, team-focused, flexible, organized, and detail oriented
- Experience programming in Flash, html, or other language is a plus.