

Position Title: Digital Media Specialist**Job Summary:**

We are seeking a skilled Graphic Artist / Designer with strong Digital media and Marketing skills. Your primary responsibilities will include creation of digital assets including static imagery and videos for various media outputs including web, graphic design, marketing campaigns, and more. This is a full-time on-site position with an option for telecommuting occasionally if required. Because we are an event management facility, you have no limits on your ability to expand your creativity to its fullest.

Key Job Elements:

- Working with event managers and customers on content requirements for events.
- Validate and verify customer provided content aligns to digital signage requirements for all digital signage devices.
- Create customer digital wayfinding content for scheduling as required and secure approvals.
- Coordinate timing with event managers and customer for content scheduling timing.
- Create monthly free form Marquee content that aligns with current activities, holidays, and national events.
- Provides content marketing support and perspective on interdepartmental projects.
- Provides copywriting and other writing support when needed.
- Ensure Corporate branding guidelines are consistently adhered to for both internal and external content.
- Continuous improvement of your technical knowledge by attending design workshops; reviewing professional publications; and participating in professional societies.
- Contribute to team efforts by accomplishing related task as needed.
- Performs other duties as required.

Qualifications:

Education – Bachelor's degree in Graphic Design, or related field. Equivalent experience may be considered in lieu of formal education.

Experience – 1-3 years prior experience in the digital media industry. Proficient copy writing, copy editing, and proofreading skills helpful. Possess a clear understanding of mobile applications, websites, and advertising.

Skills –

- Professional/Expert level experience using either the Adobe or Corel graphic design suites.
- Proficiency with Microsoft O365 suite
- Ability to use resources and time effectively and efficiently.
- Solves problems with effective solutions.

Communication – Able to communicate effectively to a diverse range of audiences. Good oral, written and listening skills.

Customer Focus- Is dedicated to meeting the expectations and requirements of internal and external customers.

Team Player – Creates strong morale and spirit within team; deals effectively and tactfully with departmental personnel and the public. Behaves in accordance with Core Values.

TO APPLY:

Please go to the website listed below:

<https://recruiting.adp.com/srcar/public/RTI.home?c=1152751&d=ExternalCareerSite&r-5000277416406#/>

No Phone Calls

This position offers a competitive salary and benefit package.

TCF/ASM is an Equal Opportunity/Affirmative Action Employer, and encourages Women, Minorities, Individuals with Disabilities, and Protected Veterans to apply. VEVRAA Federal Contractor.