



## Fuentek, LLC Job Posting

### *Graphic Designer – Print Media*

Fuentek, LLC is seeking a Graphic Designer to join our industry-leading team of technology and business professionals providing intellectual property and technology management services.

#### **Position Responsibilities**

- Develop designs to support activities related to technology transfer, including technology marketing and other technology transfer activities. Primary focus is on print media, and example products include brochures, newsletters, magazines, calendars, presentations, displays (e.g., booths, posters, banners), and other promotional materials. Designs might also be required for digital or multi-media.
- Collaborate with colleagues (technical, market research, and writing professionals) to develop effective technology transfer strategies that capitalize on effective use of print media.

#### **Key Capabilities**

- Willingness to follow structured work processes, procedures, templates, and style guidelines to produce deliverables while performing assignments independently with little supervision.
- Excellent attention to detail and the ability to provide high quality deliverables that require minimal additional editing or formatting.
- Ability to manage independently multiple assignments with challenging and/or overlapping deadlines.
- Desire to work as part of a highly collaborative team within a virtual-office environment.
- Willingness to use Fuentek specified tools to support project documentation, design work, collaboration, communication, training, and scheduling.

#### **Qualifications**

- Bachelor's degree in graphic design or related field.
- 5+ years experience designing print-based brochures, reports, exhibits, and other marketing items, preferably for business-to-business applications. Experience with digital media a plus.
- Experience developing print materials for highly technical applications.
- Proficiency with Adobe InDesign, Photoshop, and Illustrator (CS3 or later). Experience with Adobe Dreamweaver (CS3 or later) preferred.
- License for the full Garamond and Helvetica postscript font families and familiarity with kerning and other font-related nuances.
- Demonstrated ability to follow logo, font, and other style guides from various clients.
- Skilled in the efficient use of image libraries (e.g., iStockphoto, etc.) and selection of appropriate images (e.g., design parameters, resolution, etc.), particularly for technical fields.
- Experience interfacing with print shops to ensure high quality production of designed pieces; demonstrated ability to define required print parameters as piece is designed.
- Experience developing publications that are compliant with Section 508 of the American Disabilities Act (ADA Compliance).
- Experience designing and generating video content using Adobe Director, Fireworks, Flash, Final Cut Pro (or Express), and/or other graphic/video movie tools preferred.
- Experience working independently, preferably in a virtual office environment.
- A fully functioning home office space, including a Windows or Macintosh computer (Macintosh preferred), high-speed Internet connection, business telephone line, Microsoft Office software, and a license for Adobe Creative Suite (CS3 or later).



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### **Compensation**

- Compensation is commensurate with qualifications, skills, and experience. Graphic Designers are engaged as 1099 contract employees to work approximately 5 to 25 hours per week, depending on your interest and availability as well as current client needs.

If you meet these qualifications and are interested in learning more about opportunities at Fuentek, send your résumé/CV to [jobs@fuentek.com](mailto:jobs@fuentek.com) and click on the following link to initiate the [application process](#).

*Fuentek, LLC is an Equal Opportunity Employer*