



## Job Description

Position Title: Assistant Graphic Designer

Reports To: Senior Graphic Designer/Designer

Direct Reports: None

### Overview:

The Assistant Graphic Designer will provide overall support to the Graphic Design team by assisting in preliminary graphic design research, creating tech packs and assembling presentation boards and materials.

### Key Accountabilities:

- Work closely with Graphic Designers to create, update and prepare technical packs to be sent to overseas factories and vendors
- Track and update the graphic design schedule to ensure deadlines and production milestones are being met
- Coordinate and send sample packages, maintain sample library and sample production schedule
- Maintain product development logs, line sheets, fabric and color library, design archives library, and inspiration boards
- Create CAD sketches of styles in development
- Contribute to complete landscape and brand research
- Special projects as assigned

### Required Skills/Abilities/Education:

- Bachelor's Degree in Graphic Design, Illustration, Fine Arts or related field
- 1+ years of experience in related field and/or strong internship experience
- Proficient in Adobe Creative Suite
- Excellent organizational and communication skills with attention to detail