



## Job Description

Position Title: Design Operations Graphic Assistant

Reports To: Design Operations Graphic Manager

Direct Reports: None

### Overview:

The Design Operations Graphic Assistant will support the graphics/design team to ensure the overall brand's objective is achieved with the best production results.

### Key Accountabilities:

- Create seasonal art pages for all brands
- Act as a liaison between the screen print production facilities (including PA team) and design
- Work on sight with domestic factories to achieve the best production results
- Research the latest screen print techniques in the market and compile shopping reports
- Ensure all separation art files and art pages are being executed consistently across all brands using the company template
- Help identify cost effective and production friendly techniques
- Upload artwork to the domestic & overseas factories
- Manage domestic and overseas submittal approvals and writing comments approvals
- Separate artwork for screen prints so that it is prepared for printing
- Partner with Design Ops teammates on the seasonal 'Trip Book' (Line Plan Catalog) for Sourcing, which includes all art techniques for costing purposes
- Add detail to seasonal production charts for all brands
- Assist with LMS submissions to Nike Corp.
- Special projects as assigned

### Required Skills/Abilities/Education:

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