

## Position Description

<b>Position Title:</b>	Online Production Designer
<b>Reports To:</b>	Web Design Production Manager (Team Leader)
<b>Department:</b>	Creative
<b>FLSA:(Exempt/Non-Exempt)</b>	Non-Exempt
<b>Band/Level:</b>	

### Position Summary

- Analyze work orders for digital design projects and turn them into creative artwork to leverage company products and marketing campaigns. Develop and design product pages, enews emails, and Sale Series Emails. Complete production for Senior Designers' campaigns when requested.

### Duties and Responsibilities

- Design and build (code and develop) sale series creatives from creative briefs.
- Build out emails from Senior Graphic Designers' artwork.
- Design and Develop product pages for company products across multiple brands.
- Perform code updates to product pages as needed in order to reflect SEO recommendations.
- Performs other duties as assigned.

### Education and Experience

- Bachelor's Degree from an accredited four-year college or university in related profession/field.
- 1-3 years of experience required.

### Preferred Qualifications

- Excellent verbal and written communication skills.
- Excellent organizational skills.
- Excellent team work skills.
- Excellent multitasking/time management skills.
- Ability to willingly and readily fix problems.
- Comfortable in a mac environment.
- Strong understanding of the principles of design.
- Solid knowledge of HTML, CSS, Adobe Creative Suite, UX Front-end design / back-end development, relevant industry trends, and Microsoft Office Applications.
- HTML5, CSS3 & JQuery is a plus.

Position Description Approvals	
<b>Dept. Senior Executive:</b>	

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<b>Date Approved:</b>	
<b>HR Representative:</b>	
<b>Date Approved:</b>	