



**Position Announcement**  
**Production Designer**  
**11.2022**

Are you passionate about working with socially progressive nonprofits? Then join our team!

O'Brien|Garrett is an award-winning direct response fundraising agency looking for an experienced production designer to help us maintain our client's brand. An ideal candidate is detail-oriented, creative, computer savvy, and meticulous. If you love the challenge of keeping up with a fast-paced environment while producing and maintaining design for progressive nonprofit campaigns, this is the position for you.

O'Brien|Garrett is a collaborative team environment that encourages professional growth. You'll work side-by-side with a talented group of professionals committed to helping forward-thinking organizations realize their fullest potential. Headquartered in Washington DC, we also have a New Orleans office located in Bywater and staff working throughout the country.

**The Production Designer is responsible for:**

The final checkpoint in the creative design process. They are responsible for reviewing final copy, layouts, and content, ensuring brand standards across color, font, production quality and more, as well as, putting the finishing touches on creative projects.

Ultimately, a top-notch production designer can work under constant deadline and have the ability to manage tasks under stress. They can catch the typos that everyone else misses. They are concerned with resolutions, color and size accuracies, production values, and must know the difference between CMYK and RGB, spot color and process, a vector, or a raster – and much more.

**Essential Functions**

As a Production Designer, you will:

- Create, manipulate, and finalize graphics through Adobe Creative Suite apps such as Illustrator, Photoshop, and InDesign.
- Closely collaborate with the creative art and copy directors, client teams and printers to successfully produce work.
- Create PDFs for print and client review.
- Catalog produced images and graphics for future projects.
- Make various formats of supplied artwork production-ready and resolve any artwork issues that arise during production.
- Package, preflight and press check files for release to printers or media partners.
- Review and proof graphics, layouts, and fonts before designs are completed.
- Follow development timelines to ensure projects are completed on time.
- Prepare final press-ready files based on the supplied specifications.
- Follow up with teams to ensure their expectations have been met.
- Keep up with postal standards.

**Production Designer Requirements:**

- A qualification in graphic design may be advantageous.
- Proven work experience as a production artist, graphic designer, or similar.
- A portfolio of completed graphics, designs, and production design.
- Experience with digital content.
- Strong analytical, time management, and multitasking skills.
- Excellent written and verbal communication skills.

Mandatory software skill sets needed include:

- Adobe Acrobat for PDF manipulation
- Adobe Illustrator for drawing
- Adobe InDesign for page layout
- Adobe Photoshop for image editing
- Microsoft Office
- Content Management

**To Apply**

Please submit a detailed cover letter, your resume, portfolio to include graphics, designs, and production design. Also include the contact information for three references as one PDF to [jobs@obriengarrett.com](mailto:jobs@obriengarrett.com) using "Production Designer" with your name as the subject of your email (e.g., Production Designer – Jane Doe).

We have a commitment to a diverse workplace. At O'Brien|Garrett, we don't just accept differences, we celebrate them! Our client work focuses on policies that impact the most marginalized people in society — including people of color, people from disadvantaged communities, women, and LGBTQ people and we strive to attract, develop, and retain highly qualified individuals representing the diverse communities we represent.

**Competitive pay and benefits.** O'Brien|Garrett offers competitive salaries and a comprehensive benefits package including health benefits that includes both dental and vision insurance, long-term disability, short-term disability and life insurance for all employees, flexible schedules, a minimum of 15 days paid time off, 12 paid holidays, paid parental leave, home office stipend, and 401(k) plan with a 2% employer match and as budget allows, discretionary year-end bonuses.