Ho-Chunk Nation
Job Description

TITLE: Graphic Designer			JOB CODE: GRDS
Business		EEO: 3	PAY GRADE: 13
Exempt	Flex	FUNDING SOURCE: NPD	**HO-CHUNK PREFERENCE**

"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."
All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

POSITION OVERVIEW

The Graphic Designer will gather and compile marketing information received through proactive participation in initial phases of promotions/ specials to update and maintain all graphic needs; all of which ultimately enhances every interaction for our guests and employees; customer service is our top priority for both internal and external guests.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Participate in brainstorming and strategic planning within the Marketing department to increase overall awareness and be able to assist with the implementation and execution of those ideas monthly.
2. Produce promotional signage utilizing available hardware and be able to produce mock-ups using finishing equipment weekly.
3. Develop promotional materials and be able to provide them in a multitude of digital and print formats weekly.
4. Be able to develop and maintain the organization's web site weekly.
5. Ensure that all design elements, templates and finished solutions adhere to the established Ho-Chunk Gaming Wisconsin brand guide daily.
6. Other duties as assigned within the scope of this job description.

JOB RESPONSIBILITY

Job Reports to	Supervisor - See Organizational Chart
Leadership Accountability	Implements operating plans
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	None
Customer Accountability	Interfaces with internal and external guests
Freedom to Act	Subject to regular review by supervisor

MINIMUM QUALIFICATIONS
EDUCATION:

1. Bachelor's Degree in Graphic Design from an accredited 4-year college or university.

ESSENTIAL:
1. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.
2. Must be bondable and hold a gaming license throughout employment.
3. Valid driver's license, dependable transportation and proper insurance.

EXPERIENCE:
1. At least three years of experience in graphic design or related field.
2. At least three years of experience producing computerized graphics within a PC or Macintosh environment.
3. Experience in web page design.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED
1. Working knowledge of software programs including the Adobe Creative Suite and the Microsoft Office Suite.
2. Strong interpersonal and communication skills.
3. Plan, organize and schedule priorities efficiently and effectively in a deadline-oriented manner under minimal supervision.
4. Must have knowledge of and be able to take digital photos.
5. Ability to inform and communicate information gathered to effectively create all print materials and web design graphics that are conceptually driven to attract diverse business customers.
6. Ability to maintain confidentiality.
7. Good organization, detail oriented and effective writing skills.
8. Must be personable and polite.
9. Must work well as part of a team.

WORK PLACE RESPONSIBILITY
1. Must present a neat, clean and professional appearance.
2. Maintain a safe and healthy work place environment.
3. Must adhere to strict confidentiality at all times.
4. Promotes positive employee and public relations.

WORKING CONDITIONS
1. Office setting.
2. Must have the ability to work varying hours and days, including nights, weekends and holidays to meet operational need.
3. Noisy, smoky and sometimes stressful in a fast paced multi-tasking environment.
4. Combination of standing (possibly long periods of time), sitting, walking, reaching and bending.
5. Climb ladder to post and update signage throughout the building.
6. All outdoor weather conditions possible, including but not limited to: hot/humid, sub-zero, rainy, snow/icy or sunny.