Ho-Chunk Nation
Job Description

TITLE: Multi-Media Design Specialist		JOB CODE: MMDS
Business	EEO: 3	PAY GRADE: 19
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

Responsible for designing and preparing graphic arts and visual materials that encompass but is not limited to all: print media, any digital service, and web based service, any large format printing, User Experience (UX) Design, User Interface (UI) Design for Ho-Chunk Gaming's advertising, promotional campaigns and internal 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. Ensure that all design elements, templates and finished solutions adhere to the established Ho-Chunk Gaming Wisconsin brand guide on a daily basis.
2. 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 on a daily basis.
3. Design promotional materials and be able to provide them in a multitude of digital and print formats weekly.
4. Responsible for the design of motion graphics and video editing on a weekly basis.
5. Produce promotional signage utilizing available hardware and be able to produce mock-ups using finishing equipment weekly.
6. Develop, test and support multi-media platforms on a daily basis.
7. Develop an annual creative design strategy that adheres to the overall marketing department's mission statement and objectives.
8. Responsible for preparation and production of time sensitive publications and projects on a daily basis.
9. Be able to develop and maintain the organization's website on a daily basis.
10. Work productively in an independent environment, with minimal supervision on a daily basis.
11. Assist other designers with projects; sharing and training various skill sets at least monthly.
12. Perform other duties as assigned.

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, Web Design, Multi-Media Design or other related field required.

ESSENTIAL:

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

EXPERIENCE:

1. Minimum of 3 years professional work experience in graphic design, motion graphics, web design and video production utilizing the Adobe Creative Suite software programs.
2. Minimum of 3 years professional work experience in web design, HTML and CSS coding. App development is preferred.
3. Provide and demonstrate a portfolio of completed professional work.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Must have strong working knowledge of software programs including the Adobe Creative Suite and the Microsoft Office Suite.
2. Must have the ability to learn any associated software programs that are necessary to stay current with technological advancements.
3. Working knowledge of Macintosh and PC platforms required.
4. Must have the 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.
5. Must be detail oriented and accurate to meet specifications and produce high quality graphic art and visual materials to any digital device, web-based device, User experience (UX) Design, and User Interface (UI) Design.
6. Must have the ability to plan, organize and schedule priorities efficiently and effectively in a deadline-oriented manner under minimal supervision.
7. Must have organized, detail oriented and effective writing skills.
8. 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.
2. Noisy, smoky and sometimes stressful in a fast paced multi-tasking environment.
3. Combination of standing (possibly long periods), sitting, walking, reaching and bending.
4. All outdoor weather conditions possible, including but not limited to: hot/humid, sub-zero, rainy, snow/icy or sunny.

KEY POSITION