



Position Description
Greater Green Bay Chamber Design Manager

Design Manager

Terms: Full Time / Exempt

Department: Marketing and Communications

Location: 300 N Broadway, Ste 3A

Reports To: Vice President of Administration

The Greater Green Bay Chamber is seeking a highly motivated, dependable, creative, and skilled individual to serve as the Greater Green Bay Chamber Design Manager. Working with a dedicated and high-performing team, the ideal individual will deliver results and exceed expectations while supporting all Chamber departments and programs.

About Us: Established in 1882, the Greater Green Bay Chamber’s mission is to strengthen member businesses, enhance economic and workforce development, and improve the quality of life in our community and region.

About the Role: This position is an integral part of the Greater Green Bay Chambers marketing team. This person will use their skill in the area of graphic design to not only uphold the Chambers mission and goals, but also to sustain its program entities, brand standards and creative identity. This individual will work efficiently under deadlines, is a good communicator, is well organized, and is self-directed.

- Primary Responsibilities:**
- Work with Chamber programming staff to create needed printed and digital materials on deadline. This includes but is not limited to flyers, signage, brochures, booklets, programs, mailers, business cards, letterhead, and envelopes.
 - Ensure the adequate inventory of printed collateral material.
 - Interact and communicate in a positive and responsive manner with Chamber members, colleagues, and members of the public.
 - Support continuous process improvements for the department and projects, through effective collaboration, documentation, and communication.
 - Keep up to date on digital and print design trends, best practices and tactics.
 - Document process and standards and mentor/knowledge share with graphic design intern.



- In addition to the primary duties, may assist the department in various other duties including researching projects and special event participation.

**Education,
Experience &
Qualifications:**

- A minimum of an Associate degree and 1-2 years of experience in a similar role.
- Proficiency in Adobe Premier Pro.
- Advanced knowledge of the principles and practices of graphic design and print production.
- Ability to communicate effectively with individuals and groups, both in writing and verbally.
- Strong design and typography skills. Able to offer a variety of solutions.
- Publication design experience a plus
- Demonstrated ability to multitask and meet deadlines in a fast-paced environment.
- Ability to communicate positively and adapt to changing priorities.