

**POSITION OPEN UNTIL FILLED: Graphic Designer & Illustrator**

**Position Details:**

**Location:** Salt Lake City, Utah\*

**FLSA Status:** full-time salary, exempt

**Reports to:** Director of Marketing & Community Relations

*\*Due to the collaborative nature of this position and Spy Hop's work, this position is in-person, remote candidates cannot be considered.*

Spy Hop seeks a full-time/in-person artistic, creative, and enthusiastic **Graphic Designer & Illustrator** to create high-quality artwork and graphic design collateral across multiple departments, mediums, and platforms. The ideal candidate is a visual artist with strong graphic design skills, is not afraid of the creative process, and is able to collaborate in a fast-paced environment. The Graphic Designer & Illustrator must be comfortable working within Spy Hop's brand guidelines, has a keen eye for design and attention to detail, and understands that images, illustrations, logos, and text must play nicely together. If you thrive in a creative environment and have a strong artistic voice with a passion to convey Spy Hop's mission in visually compelling and original ways, this position is for you.

**DUTIES & RESPONSIBILITIES**

- Collaborating with the Marketing Director and key stakeholders, this position is responsible for conceptual development through the final design of all print and digital design projects for the organization including but not limited to: program flyers, postcards, posters, email, website assets, social media, general marketing materials, event signage, swag/merch, fundraising appeals, brochures, annual report, and more.
- Collaborate with the marketing team on photo and video content creation and editing for social media campaigns.
- Contribute strategy to increase brand and sub-brand awareness across print and digital platforms.
- Assist in the maintenance of Spy Hop's brand and sub-brands by ensuring the latest, most accurate digital resources are available for internal and external stakeholder use.
- Work with vendors for quotes, purchase orders, delivering print ready files, press proofs, and coordinating the delivery of the final product.
- Opportunity to teach graphic design workshops to youth ages 9-19.

## QUALIFICATIONS

An ideal candidate has:

- Undergraduate degree in Graphic Design, Visual Art, Illustration, or related field. In lieu of a degree, 4+ years of relevant experience can suffice.
- 2+ years of design experience.
- Experience working with production vendors (print, merch), creating print ready files & mockups, making necessary design corrections, and coordinating deliveries to meet deadlines.
- Possess a solid understanding of design principles, illustration, printing procedures, photography, and multimedia.
- Has a strong visual or digital art background and/or passion.
- Keen awareness of emerging design trends.
- Advanced knowledge of the full Adobe Creative Suite.
- Able to work collaboratively, give & receive constructive feedback, and possess a willingness to learn.
- Impeccable skills in file structure, management, and archiving.
- Excellent group facilitation skills, written and oral communications skills, and organizational skills.
- Excellent project management skills, able to meet deadlines and juggle multiple projects.
- Ability to self-manage priorities and workload.

**About Spy Hop:** Spy Hop is a highly effective, nonprofit, youth media arts and educational enrichment center founded in 1999, and located in downtown Salt Lake City. Our mission is to mentor young people in the digital media arts to help them find their voice, tell their stories, and be empowered to affect positive change in their lives, their communities, and the World. Spy Hop's programs take place in dynamic studio environments where young people of all backgrounds engage in the production of their own narratives and solutions to the challenges they face. Our afterschool and community programs in film, audio, design, and music are a model for youth development programs across the nation and Spy Hop is recognized by the White House as a leading nonprofit arts and humanities organization.

[Spyhop.org](http://Spyhop.org)

Due to the COVID-19 pandemic, Spy Hop is currently a masked campus. All staff, students, and visitors are required to wear a face covering. COVID-19 vaccination is strongly encouraged. All Spy Hop staff undergo weekly mandatory COVID-19 rapid testing.



Spy Hop is an equal opportunity employer committed to fostering a diverse and equitable environment in which all staff can excel regardless of race, ethnicity, age, faith, gender identity, sexual orientation, and ability. People of color, women, individuals with disabilities, and veterans are encouraged to apply.

**Compensation & Benefits:**

Salary: Commensurate with education and experience; salary range \$40,000 - \$45,000. Optional tiered benefit package starts with 50% health, dental, and vision, 3% IRA match, 15 days PTO, 14 paid holidays, 3 days sick, and a professional development stipend.

Please e-mail resume, cover letter, and design portfolio link with the subject line: Graphic Designer & Illustrator: {Your Name} to:

Larissa Trout  
Director of Marketing and Community Relations  
[larissa@spyhop.org](mailto:larissa@spyhop.org)