



Vacancy Announcement

Title:	Graphic Designer
Reports To:	Director of Marketing and Guest Services
Location:	Yreka, CA
Salary:	Grade 9, depending on experience
Classification:	Full-Time, Regular, Exempt, Non-Entry Level

Summary:

Working under the guidance of the Director of Marketing & Guest Services, the Graphic Designer plays a pivotal role in crafting captivating visual narratives that captivate, educate, and inspire. We are in search of an accomplished graphic designer with the ability to translate abstract concepts and visions into compelling visual assets for both traditional and digital media. The ideal candidate possesses a profound mastery of the latest design software and excels in every facet of the design process, seamlessly transitioning from conception to the final output. This role involves close collaboration with diverse teams throughout the organization, requiring the Graphic Designer to adeptly transform verbal or written concepts into designs that resonate. The successful candidate boasts a comprehensive understanding of branding and marketing, consistently determining the most fitting style and layout for each project.

Application Deadline: October 30, 2023 by 5:00pm

Applications are available at all Tribal Offices or on the Internet at www.karuk.us. Just click on the tab for Rain Rock Casino employment opportunities. The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: www.rainrockcasino.com or by contacting the Human Resources Department, Telephone: (530)331-8, Address: 777 Casino Way, Yreka, CA 96097, E-mail: dbernal@rainrockcasino.com



Position Description

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Responsibilities:

1. Collaborate, engage in idea generation, and strategize with various teams or clients on a diverse array of materials, such as web pages, presentations, programming resources, signage, internal communications, newsletters, and marketing collateral.
2. Create concepts by hand or through software tools, and bring original content to life by skillfully utilizing color, typography, imagery, and layout to convey the intended message.

3. Effectively oversee the design and uploading process for all project materials, adhering to best practices for content management system utilization.
4. Reviews web content, links, and design; provides necessary updates and enhancements in a timely manner.
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6. Manages internet and/or intranet infrastructure including but not limited to web, file transfer protocol (FTP), and newsletter.
7. Partner with the advertising team to enhance brand recognition and awareness in key markets.
8. Thoroughly proofread to ensure the production of precise and high-quality work.
9. Continuously stay updated on the capabilities and options of graphic design software.
10. Handle in-house printing, trimming, and mounting of printed materials and signage as required.
11. Provide basic photography services as the situation demands.
12. Develop layouts and supervise the implementation of advertising signage for both on and off-site locations.
13. Assists in the management of all social media platforms as defined by the Director of Marketing & Guest Services, with the goal of increasing visibility and traffic across these channels.
14. Maintain a courteous demeanor and give priority to job duties associated with other positions as directed.
15. Will occasionally fill in as the marketing representative conducting gaming promotions on the casino floor.
16. Fulfill any other assigned duties as needed.

Working Conditions & Environment:

1. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.
2. Must be able to maintain focus in a high volume, fast paced environment.
3. Must be able to multi-task.
4. Will be working in a smoke-filled environment.
5. Have ability to work all shifts, weekends, holidays & special events as needed.
6. Must possess the ability to lift at least 50 pounds.
7. Must be able to stand for long periods of time.

Minimum Requirements:

1. High school degree. Some college experience preferred.

2. Must have a minimum of two years' experience in a design field or combination of education, experience, and/or training that provides the required knowledge, skills and ability.
3. Clear understanding of CMYK and printing procedures.
4. Proficient in working with Adobe Creative Cloud software such as Photoshop, Illustrator, InDesign, CMS (content management system) and other software such as Microsoft Word, Excel and Power Point.
5. Must adhere to confidentiality policy.
6. Must have a Tribal Gaming License (or the ability to obtain and maintain a license) as a requirement for this position.
7. Must have willingness and ability to work in a smoke/secondary smoke environment.
8. Must have willingness and ability to work in an environment to which the employee is exposed to loud noise levels
9. Must successfully pass a drug screening test and criminal background check

Veteran's Preference:

It shall be the policy of the Karuk Tribe and Rain Rock Casino to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

Acknowledgement:

I hereby acknowledge that I have read and reviewed this Job Description with my Team Leader. I also acknowledge that I have full and complete understanding of this Job Description and agree to the above noted Duties, Responsibilities, Requirements and Conditions.

Team Member Name	Signature	Date
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Team Leader Name	Signature	Date
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Council Approved:

Chairman's Signature: _____