



U.S. Figure Skating Creative Manager

U.S. Figure Skating, the National Governing Body (NGB) for the sport of figure skating, located in Colorado Springs, Colorado, is accepting applications for the position of Creative Manager. U.S. Figure Skating is a member of the United States Olympic Committee (USOC) and the International Skating Union (ISU).

U.S. Figure Skating is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, gender, gender identity or expression, sexual orientation, age, disability, or any other status or characteristic protected by law or regulation. We are committed to building and sustaining a diverse team by maintaining hiring and recruiting processes that are free from bias.

Responsibilities Include: The Creative Manager will be responsible for the completion of the tasks listed herein. Emphasis will be placed on ability to work in a team environment, balance multiple projects and deadlines, accuracy, timeliness, flexibility, communication skills, professionalism, and creativity. At times, the Creative Manager will also be responsible for managing department workflow, working with outside vendors, and assigning and managing projects through completion with freelance designers. This position will be working with all departments within U.S. Figure Skating and external stakeholders, such as, sponsors, committees, arenas, rinks, and skating clubs. This position should also stay informed on design trends and U.S. Figure Skating and sponsor brand guidelines while creating original artwork. This position will play an important role in contributing to and enhancing U.S. Figure Skating's diversity, equity and inclusion initiatives through all aspects of design.

Qualifications: Applicant must hold a minimum of a bachelor's degree in graphic design or related field and should have a broad experience and a desire to broaden their skillset in all forms of design; including but not limited to, installation, print, publication, logos, digital, social media and graphics for web and video. Applicant must be able to work in a collaborative environment and have the ability to give and receive feedback in a positive and productive manner. A successful candidate will thrive in our fast-paced environment with strong organization and planning skills and the ability to work on a wide-variety of multiple projects simultaneously while meeting deadlines. Required proficiency in Adobe Creative Suite (Photoshop, InDesign, Illustrator, other CC programs a plus) and Microsoft Applications (Word, Excel, PowerPoint).

Classification: Exempt – Salaried position

Reporting Structure: Reports to Creative Director

Pay: Commensurate with experience; Range: \$42,000-\$52,000

Application: Send cover letter, resume, and link to online portfolio to amorrison@usfigureskating.org and have references available upon request. No calls will be accepted. Review of resumes and applications will begin immediately, and applicants will be accepted until the position is filled.

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Duties and responsibilities include, but are not limited to, the following:

- Create original artwork from concept to completion for all U.S. Figure Skating departments and external stakeholders
- Develop a unique overall look and feel for campaigns, programs and events and collaborate with other departments such as video and social media to insure visual consistency throughout all designs
- Communicate with external agencies, arenas, sponsors, committees among others as needed to fulfill design requirements
- Manage design requests and freelance designer(s) when needed
- Assist in the layout of publications, such as, SKATING magazine, Learn to Skate USA magazine and other U.S. Figure Skating promotional multi-page documents
- Create letterhead, PowerPoint and other templates for staff use
- Collaborate with staff with varied creative background and experience and build upon the vision and ideas of others
- Assist during photoshoots and photo post production
- Provide production ready print and digital files for delivery to vendors or third parties
- Select photos for use in design and editorial
- Other duties/projects as assigned