U.S. FIGURE SKATING

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 Multimedia Designer/Manager. U.S. Figure Skating is a member of the United States Olympic and Paralympic Committee (USOPC) and the International Skating Union (ISU).

U.S. Figure Skating (USFS) 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.

CREATIVE TEAM

This position falls under the creative team which reports to the Head of Creative & Content and falls under the Senior Director, Marketing & Sales who leads the Marketing and Communications department. The creative team consists of a group of design, video and motion graphics professionals that are responsible for maintaining the USFS brand and producing all visual assets for USFS, including, national and international events, publications, social media, sponsor fulfillment, promotional materials, and all other print, video and digital needs. Our team also produces all media for Learn to Skate USA which is endorsed by U.S. Figure Skating, USA Hockey and US Speed Skating. Our team has a focus on providing career growth opportunities, training and staying on top of industry trends and new technologies.

DESCRIPTION

The multimedia designer/manager will have a focus on print and digital media; being responsible for creating original artwork, maintaining brand guidelines, managing department workflow, working with vendors and delegating and managing projects assigned to contract designers. This position will be working with all departments within U.S. Figure Skating as well as external stakeholders; such as sponsors, arenas, rinks and more. This position plays an important role in building U.S. Figure Skating’s brand, supporting sponsors and building membership.

RESPONSIBILITIES

- Create and design visually appealing graphics, including but not limited to, logos, publications, brochures, posters, infographics, event signage, social media posts, and website elements
- Adhere to U.S. Figure Skating brand guidelines and complete projects in a timely manner
- Retouch and manipulate images
- Support online store with logos and artwork for apparel and other merchandise
- Use graphic design software and work with a wide variety of media, including digital and print
- Receive feedback from the Head of Creative & Content and staff to make necessary changes
- Prep files for print production or digital distribution
- Work with vendors to ensure files are sent in the appropriate sizes and formats
- Collaborate with various departments to support the creative aspects
- Other duties as assigned

QUALIFICATIONS

- 2 years graphic design experience preferred
- An associate’s or bachelor’s degree in a related field or experience and portfolio equivalent to a degree
- Compelling portfolio of work
- Proficient knowledge of Adobe Creative Suite: Adobe InDesign, Photoshop and Illustrator; knowledge in other Adobe
products a plus

• Proficient knowledge of Microsoft Office: Word, Excel and PowerPoint
• Experience with motion graphics a plus
• Knowledge of layouts, typography, line composition, color, and other graphic design fundamentals
• Strong creative and analytical skills, with the ability to give and receive feedback
• The ability to work within a budget and seek out cost-effective solutions
• Ability to adapt to changing priorities and thrive in a fast-paced, dynamic work environment
• Problem-solving skills, positive attitude and the desire to work in a team-oriented environment

LOCATION: Colorado Springs, Colorado
U.S. Figure Skating has a flexible work environment. Creative team members are required to work in the office Monday-Wednesday and may work remotely Thursday and Friday; additional temporary remote opportunities exist throughout the year based on the organization’s business operations.

CLASSIFICATION: Exempt. Salaried position.

REPORTING REQUIREMENT: Reports to Head of Creative & Content

PAY: $55,000-$60,000

SEND LETTER OF APPLICATION AND RESUME TO: Send letter of application and resume to:
mheck@usfigureskating.org

Please note telephone calls will NOT be accepted
Review of candidates will begin immediately, and applicants will be accepted until position has been filled.