

**GRAPHIC DESIGNER
POSITION DESCRIPTION**

POSITION CONCEPT

The Graphic Designer is responsible for cheerfully and willingly serving as a member Marketing & Photography Service team, whose objective is to serve the staff, campers and advisors who come to Philmont. You will work closely with photographers and writers to produce professional print materials, web campaigns and Social Media posts. You are directly responsible to the Lead Media Specialist.

PHILMONT REQUIREMENTS

- Provide and maintain a cheerful, helpful, and efficient service to all Philmont guests. Insure that all participants have an enjoyable experience. When possible, solve their needs and concerns, when not possible, steer them to someone who can.
- Carry out the prescribed policies and procedures of the Philmont Scout Ranch as outlined in the Staff Guidebook and during staff training.
- Present oneself to every participant and guest clean, sharp appearing and correctly uniformed as described in the Staff Guidebook.
- Become familiar with all materials supplied prior to the camping season.
- Become familiar with all pertinent Philmont policies and procedures.
- Must be 18 years of age by time of employment.

SPECIFIC JOB REQUIREMENTS

- Be familiar with Facebook, Twitter & Instagram.
- Resourcefully gather answers and respond to social media inquiries.
- Use Philmont archive and photography staff to obtain marketing photos for all projects.
- Learn to use Photoshop, Illustrator and InDesign to complete graphic assignments.
- Use the internet to continuously improve technical understanding of all job duties.
- Be ready and willing to work on other duties as assigned.
- Be able to lift 70 lbs.