



**Department Name: MARKETING**

**Job Description: GRAPHIC DESIGNER**

**REPORTS TO:** Director of Marketing

**ENTITY:** OVG360

**VENUE:** South Okanagan Events Centre Complex, consisting of the South Okanagan Events Centre (SOEC), Penticton Trade and Convention Centre, Okanagan Hockey Group Training Centre, and Memorial Arena.

**CITY:** Penticton, BC, Canada

**TYPE:** Full-Time, In-Office

#### **GENERAL STATEMENT OF DUTIES:**

- The **Graphic Designer** will be responsible for a variety of creative and design tasks for multiple departments within the SOEC Complex. To be successful in this position, you will be a self-starter, capable of delivering brilliant creative ideas, and show amazing attention to detail.

#### **AREAS OF RESPONSIBILITY:**

- Responsible for designing graphics for in-house events, sales and promotional materials, food and beverage menus, and advertising content for the SOEC Complex.
- Design and creation of complex annual reports in cooperation with the Sales and Marketing team.
- Work on a wide range of projects for multiple departments, using various software programs to visualize and develop innovative graphic designs that meet the complex's goals.
- Obtain input from the Director of Marketing and Sales and Marketing Managers to ensure that designs meet organizational standards and brand expectations, express ideas accurately, and represent the complex appropriately.
- Work independently as well as cooperatively to meet deadlines, stay within budget, and schedule project implementation based on workload.
- Keep up to date with the latest design trends by attending workshops, courses, and reading relevant material.

#### **QUALIFICATIONS:**

- Bachelor's degree or Diploma in Graphic Design, or equivalent experience required.
- Intermediate knowledge and experience of the Adobe Creative Suite, specifically Photoshop, InDesign, and Illustrator is required.
- Knowledge and experience with Canva.
- Understand the concept of brand guidelines.
- Knowledge of graphic sizes and requirements for social media platforms (Facebook, Instagram, Twitter, TikTok, etc.) and web optimized graphics/content.
- Excellent time management skills to work on multiple projects at once and with various deadlines.

**Application Deadline:** January 31, 2023

**Tentative Start Date:** February 15, 2023





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- Attention to detail to ensure that all client or team specifications are met and free of any errors.
- Patience to send creative designs through multiple approval processes and often work with several different people to complete a task.
- Creative mindset to bring designs to life with simple instructions.
- Technical skills to work with popular graphic design programs like the Adobe suite.
- Flexibility to be able to switch between projects or pivot quickly should the requirements of the project change.

### **ABOUT OVG360:**

OVG360, a division of Oak View Group, is a full-service venue management and hospitality company that helps client-partners reimagine the sports, live entertainment, and convention industries for the betterment of the venue, employees, artists, athletes, and surrounding communities. With a portfolio of more than 200 client-partners spanning arenas, stadiums, convention centers, performing arts centers, cultural institutions, and state fairs around the globe, OVG360 provides a set of services, resources and expertise designed to elevate every aspect of business that matters to venue operators. Service-oriented and driven by social responsibility, OVG360 helps facilities drive value through excellence and innovation in food services, booking and content development, sustainable operations, public health and public safety and more.

We are strengthened by our differences and united by making a difference. OVG360 embraces diversity, equity, and inclusion. We are committed to building a team that represents a variety of backgrounds, perspectives, and the communities that we serve. We strive to create an inclusive culture and equitable workplace where all employees feel valued and can bring their whole selves to work. Not only is it the right thing to do, but we know that diverse, equitable, and inclusive teams invite deeper collaboration and understanding, spark greater innovation and achieve higher employee satisfaction.

### **APPLY NOW:**

Please send your cover Letter, resume and digital portfolio or past graphic design examples to Kevan Scott at [soec-marketing@penticton.ca](mailto:soec-marketing@penticton.ca).

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