



PRODUCTION DESIGNER

We are searching for a Designer to join our team. This position will play a key role in the development, design, and production of Appointed products as well as creative assets. You will work closely with team members and select vendors to ensure effective design solutions that align with Appointed's brand standards and adhere to technical and production guidelines. You will also be responsible for organizing and managing your own projects, helping manage larger ones, and facilitating communication between our team and select vendors. This position is located on-site at the Appointed HQ in Washington, D.C.

- **Product Design:** Play a leading role in product ideation, development, design and execution. Working with the founder in executing design needs for new product creation and current product updates. Including brainstorming, prototyping, research, and product/packaging design.
- **Production Design:** Prepare proofs, forms, and finalize art for print and production based on requirements of vendors and Appointed's standards.
- **Creative Asset Development Support:** Assist with asset development and organization including product photography and other assets related to product development.
- **Creative Operations:** Create and maintain a production specifications guide.
- **Team Coordination:** Coordinate with key team members for proof reviews and edits, product reorders and update senior team members on production process and key updates.
- **Press Checks:** Work directly with print vendors on location to ensure print, design, and color accuracy before print runs.

REQUIREMENTS:

- Bachelor's degree in Graphic Design, Visual Design, Communications Design, or other related design field
- 2 years of professional design experience, preferably for a consumer brand
- A portfolio demonstrating your skills associated with this position
- Experience preparing files for print and print production
- Proficient with Adobe Creative Cloud platform
- Detail-oriented with strong technical skills including effective use of spreadsheets
- Advanced understanding of typography, layout, and color
- Excellent verbal and written communication skills
- Ability to manage multiple tasks and projects while working in a fast-paced environment
- Ability to maintain brand standards
- Highly collaborative and enjoys working with different teams
- Photography skills a plus

BENEFITS:

- Health, vision, and dental insurance
- PTO
- Performance bonus
- Generous employee discount

TO APPLY:

Please email the following to jobs@appointed.co: cover letter, resume, portfolio or link to an online portfolio and social media links. Final candidates will be asked to submit a design project and/or supply files of a print design project.

This is a full-time salaried position and local candidates are preferred.