



FUSEWORKSTUDIOS
Part of the Rutter Communications Network

Job Description

Position: Web / Graphic & Flash Designer **FLSA Status:** Exempt
Market / Division: Fusework Studios **Position Reports To:** Director of Creative and Project Development

COMPANY OVERVIEW

FuseWork Studios is the Internet and Technology division of Rutter Communications Network, LLC. Rutter Communications Network, LLC is a privately held, multi-media company headquartered in Muncie, Ind. with interests in television-advertising representation, film and video production, Internet marketing and information-technology support. Rutter operates two distinct divisions including Rutter Media and Fusework Studios.

POSITION SUMMARY

The Web Graphic & Flash Designer is a creative position who can “think outside the box”, while employing strategic web design functionality and optimization. This position serves as an expert in design theory and implementation to create designs for web-based graphics, flash animation, logo & branding creation, and print design for a variety of client needs.

The Web / Graphic & Flash Designer is responsible for the development and execution of web-based graphic design, UI design, Flash animation, as well as logo/branding design and print layouts. The Web / Graphic & Flash Designer will be responsible for the brainstorming and creation of a broad variety of design assignments from concept through final production. This position will work with a team of developers, project managers, and sales staff daily to develop project plans, marketing strategies and technology assessments for our clients. This position will be responsible for generating high quality and innovative artwork within budget and deadlines specific to each project.

POSITION INTERACTS WITH

The Web Graphic & Flash Designer reports directly to the Director of Creative and Project Development and interacts daily with the Director of Internet Services and Project Managers, and will also have regular interaction with clients and members of the Rutter Communications staff.

OBJECTIVES

1. Design and create custom, innovative, and effective web designs
2. Develop content into dynamic multimedia pages
3. Create interactive Flash design, functionality, custom solutions
4. Publish updates and changes to web pages efficiently and accurately
5. Provide ongoing graphic support and creative services to all departments
6. Develop internal design & marketing materials
7. Provide training and assistance to design staff and interns

MINIUM REQUIRED SKILLS

- 2+ year of Web and Flash design experience
- Expertise in design theory and proficient in applying it to web design
- Advanced skills with Adobe Photoshop, Illustrator, InDesign - CS3
- Intermediate Flash / Actionscript experience
- Expertise in XHTML and building web-standards based, table-less CSS designs
- Must know JavaScript / DOM, especially in coordinating Flash with HTML based elements
- Ability to meet deadlines in a fast paced environment
- Creative writing and editing skills

- Strong communication and organization skills
- Professional work experience and presentation

PREFERED SKILL SET

- 2+ years experience creating graphic designs within the online industry required.
- Bachelor's degree in Fine Arts, Art School or equivalent with significant relevant course work
- AJAX experience
- HTML, DHTML, CSS, JPS, JavaScript, PHP, ASP, MySQL knowledge or experience
- Knowledge of Video/Audio production in editing and creation/usage

SUPERVISORY RESPONSIBILITIES

None

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the duties of the job.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT

Signature

Date

PHYSICAL REQUIREMENT OF THE POSITION

The key physical requirements of this position include a normal range of hearing and vision; and eye-hand dexterity and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator, fax machine and other office equipment.

MENTAL REQUIREMENTS OF THE POSITION

Must understand vague and implicit instructions and react favorably in all work situations; must be mentally adaptable and flexible in dealing with a variety of people; is frequently called upon to handle difficult situations. Must be knowledgeable in office procedures, and able to answer questions in a professional and friendly manner; must be able to compile computer reports. Must understand people and be able to communicate effectively with them.

EQUIPMENT USED

Computer
Phone/Fax
E-mail

WORKING CONDITIONS

Occasionally called upon to work after normal office hours in order to meet a deadline.

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