

# BOILEAU

COMMUNICATIONS  
MANAGEMENT LLC

## ABOUT OUR COMPANY

Boileau Communications is a strategic marketing and public relations firm serving West Michigan and the world from our office in beautiful Downtown Holland. For organizations seeking to communicate complex ideas or challenging stories, we provide the strategic guidance and tools necessary to create effective understanding. Our clients know us for our responsive service, thoughtful approach and excellence of work product.

People who do well at Boileau like to do things the right way, no shortcuts. We are passionate about building our community, growing people and creating things that stand the test of time. If that sounds like you, keep reading.

## CORE VALUES

**Unbridged Integrity** - I follow through 100% and do the right thing 100%.

**Insatiable Curiosity** - I'm always hungry for knowledge and Improvement.

**Inherent Creativity** - I can't help but to create, rethink and bring new ideas.

**Fun** - I could work anywhere. I choose to work here because we get to have fun.

**Can-Do Attitude** - Whatever it is you're about to say... I'm up for it.

**Invested** - Chips are down. I'm all in.

## GRAPHIC DESIGNER

POSITION	Salary / Exempt	YEARS EXP	2-5 years experience preferred
HOURS	40+ hr / wk	EDUCATION	Bachelor's preferred
COMP RANGE	Commensurate to Experience		

## SUMMARY

The graphic designer is responsible for telling client stories through visual language. The designer should think strategically and creatively, finding a unique path to meeting a client's communications goals. Organization is important, and the designer needs to collaborate with the client, project manager and other team members to ensure projects are delivered on time and within budget.

## KEY RESPONSIBILITIES

- Managing the creation of unique and compelling designs in alignment with client goals
- Work directly with clients to manage projects, provide counsel and implement changes
- Collaborate as part of a team to bring fresh ideas to complex projects
- Coordinate with project manager, clients, and printers to stay on time and on budget
- Assist in new business development through design and content contributions

## CORE COMPETENCIES

- Creative design
- Strategic thinking
- Client service
- Proficient with Adobe Creative Suite
- Organization and time management
- Fundamentals of web development
- Photography (optional)