

Job: Graphic Designer
Employer: [Ice Design Studio](#)
Type: Part-time
Hours: Up to 20 per week

What We Do

Ice Design Studio helps small businesses succeed.

We provide outsourced marketing management services to busy entrepreneurs - mostly among small businesses and non-profit organizations. We are a small but mighty team that cares deeply about our clients. We love seeing them thrive, and we're delighted to help them grow. We move fast but precisely, and we take pride in a job well done.

Core Values

- **We genuinely care** - We listen to, care for, and serve people beyond what's typically expected in a business relationship. We care for others because we believe in people and their dreams.
- **We face challenges with optimism and grit** - We recognize there are always options in this abundant world; we keep our cool and don't fold under pressure. We move forward with hope and confidence because we know that if there's a will, there's a way.
- **We own it** - We believe that our work is bigger than the task at hand. We have an ownership mindset, take responsibility, keep our word, and do what it takes to get the job done because good work done well contributes to the common good. We all win when everyone does their part.
- **We do the right thing** - We aren't driven by what is convenient but by what is right, good, and fair, even if it is uncomfortable, more work, or hurts us financially. Even if others go low, we go high.
- **We check our egos at the door** - We know we aren't perfect and aren't afraid to try new things, share our opinions, or make mistakes. We aren't driven by the need to be right but by the insatiable desire to be excellent. We are open to learning from others.
- **We build trust** - We build trust through transparency, self-accountability and open, authentic communication. We assume positive intent, and we're the first to extend trust.

Why Join Our Team

- You'll develop your professional skills
- We believe in people and their dreams — including yours
- You'll get to do work that matters and makes a difference
- You'll get to learn more about yourself and become a better person
- You'll be part of an amazing group of people who care about each other and our clients

Who You Are

You know it's not about you. Titles, status, and individual success mean less to you than being part of a strong team. You let others shine and you don't have to be first. You share credit, highlight the accomplishments of your colleagues, and understand it takes everyone to win.

You're driven and focused and don't need — or want — someone to tell you what to do next. You also embrace accountability because you believe results matter. You enjoy learning and can take advice from anyone, knowing you'll be better for it.

You understand yourself and others. You know that healthy ideological conflict and challenges come with working with people, and you handle them with grace. You have good judgment and intuition when it comes to working with others and you know the impact of your words and actions.

You're not into drama and don't take an "us vs. them" mindset.

And those six core values? Those beliefs define you.

What Will You Be Doing?

The Graphic Designer creates engaging and on-brand graphics for our clients. You will also have some marketing responsibilities that we will train you on.

We care deeply about our clients and we believe that work done well changes the world. You will get to know the personality of our clients and create visually appealing "insta-worthy" graphics for their social media accounts, ads, brands, booklets, brochures, posters, mailers, etc. You will be in charge of the entire process of defining requirements, visualizing and creating graphics including illustrations, logos, layouts and photos. You'll also be the one to shape the visual aspects of things like product packaging, exhibitions and more. Your graphics should capture the attention of those who see them and communicate the right message. For this, you need to have a creative flair and a strong ability to translate requirements into design. If you can communicate well and work methodically as part of a team, we'd like to meet you. The goal is to inspire and attract the target audience.

Personal Qualities & Skills

- You are an A+ team player who truly believes "it's not about me"
- You are a ridiculously detailed person
- You believe in the power of small business to support and change a community
- You have a "can-do" attitude and a willingness to learn
- You work quickly and have a sense of urgency to accomplish your tasks
- You have proven design experience shown in a strong portfolio of graphics or illustrations
- You are fluent with popular design software and technologies, such as Adobe Creative Suite (specifically Illustrator and InDesign) and Canva
- You are comfortable working with and learning office and productivity software (Google Workspace, Zoom, project management, database apps)
- You have a strong design aesthetic
- You have excellent communication skills
- You can work methodically and meet deadlines
- Degree in Design, Fine Arts or related field is a plus

Responsibilities

- Study design briefs and determine requirements
- Conceptualize visuals based on requirements
- Prepare rough drafts and present ideas
- Develop illustrations, logos and other designs using software
- Use the appropriate colors and layouts for each graphic
- Work with account managers and production team to produce final design
- Amend designs after feedback
- Ensure final graphics and layouts are visually appealing and on-brand

Your tasks will vary day to day, and it will be your job to jump in and help your clients get the marketing things done that they need done.

For local applicants, this is a **hybrid position** — we work:

- **At The Pantheon co-working space in Vincennes, IN** Tuesday, Wednesday, and Thursday
- **From home** Monday and Friday

For non-local applicants, this is a **remote position** with weekly team check-ins via Zoom.

If this excites you and you believe you have what it takes, you're invited to apply and submit your resume!

To apply, email your resume and portfolio link to design@katelynice.com.