



**Figueroa Mountain Brewing Co.**  
**Job Title: Design Manager**  
**Classification: Exempt**  
**Reports to: Director of Marketing**

## **JOB DESCRIPTION**

### **Summary/Objective**

The Design Manager is responsible for all visual materials representing Figueroa Mountain Brewing Co. The ideal candidate is equal parts creative visionary, pixel-perfect print master, and proactive project manager. This role requires extreme attention to detail, the ability to work effectively with remote team members, and top-notch time management skills. Our brewery has a number of different projects moving at once, so this role must be familiar working with a variety of design formats, including print, package, and digital design.

### **Essential Functions**

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Manage all steps of the creative process for designed goods from start to finish, ensuring a high quality, error-free, and on-time final product is delivered.
- Design and present creative options for new/rebranded products, while adhering to overall creative direction from supervisor and ownership.
- Update, reformat, or redesign existing creative for new package formats, reprints.
- Update and maintain our packaging tracking system to ensure all packaging material creative – including but not limited to labels, cans, carriers, boxes, cartons, cases, trays - will be delivered on time for production schedules.
- Effectively operate as a one-stop shop for pre-print file prep, color separation, reformatting, color approval, print proofing, and other print needs as assigned.
- Organize and maintain our creative assets libraries – including an all-encompassing, comprehensive library of all working files, archived projects, packaging, etc. and a separate, smaller, user-friendly, B2B-level library for sales, distribution, taprooms.
- Design annual and quarterly collections of promotional materials showcasing wholesale beer releases and overall brand for use in sales territories, at taprooms, and at events.
- Design monthly advertisements for local and regional print and digital publications, and others as needed.
- Create digital and print promotional materials and templates as needed by marketing, sales, and taproom teams.
- Design, proof, and order other promotional printed goods including flyers, banners, stickers, table tents, shelf talkers, rack cards, festival signage, badges, maps, company letterhead, business cards, and other materials as needed.

- On occasion, provide direction and feedback to contracted creative services or project collaborators via phone, email, or in-person meetings.
- Work cooperatively and effectively with Supply Chain Director on packaging goals, issue resolution, and key decisions.
- Become an expert on our company's visual brand, adding value through innovative, creative, and collaborative ideas and feedback.
- Must be able to taste and consume beer produced by our company in order to perform the essential functions of this role.
- All other duties as assigned.

### **Competencies**

- Detail-oriented and works with a high degree of accuracy
- Extremely creative, organized, and methodical
- Strong communicator
- Self-motivated with a positive attitude and good interpersonal skills
- Takes ownership of project progress, transparency, and deadlines

### **Supervisory Responsibility**

This position has no direct supervisory responsibilities, but may serve as a coach and mentor for other positions in the department.

### **Work Environment**

The Design Manager will work from a home office, though he or she is expected to spend time in the Corporate Office/ Brewery as well as various Taprooms, as needed or assigned. While in brewing facilities, the Design Manager may be exposed to temperature-controlled environments, wet floors, loud noises and strong odors.

### **Physical Demands**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee may need to lift and/or move cases of beer up to 25 pounds and 50 pound kegs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **Position Type/Expected Hours of Work**

Some flexibility in hours is allowed, however employees are expected to be available during the "core" work hours of 8:00am-5:00pm. Occasional evening and weekend work may be required as job duties demand.

### **Travel**

Must be open and able to travel by all methods. This position may require occasional travel to taprooms, the corporate office in Buellton, and travel outside the local area where overnight stays may be required.

### **Experience/ Education**

- Bachelor's degree in design, illustration, digital media or related field preferred; high school diploma required
- Three to five years' experience working in design, advertising, creative management, or related field required
- Must be an expert in Adobe Creative Suite's Illustrator, Photoshop, In Design, Acrobat Reader; must be proficient in Microsoft Office Suite and 365, Mac and PC.

- Experience in packaging design and print design required
- Strong knowledge of color theory, composition, typography required
- Knowledge of ABC, TTB rules and regulations is preferred
- General knowledge of beer and brewing process, as well as Figueroa Mountain Brewing Co. products, is preferred

### **Additional Eligibility Qualifications**

- Must be at least 21 years of age
- Must have reliable transportation and be able to drive as job duties demand
- Must be able to work independently without day to day hands on supervision, highly motivated self- starter who is organized, detail oriented with excellent time management skills

### **Signatures**

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_

Date \_\_\_\_\_

Submit to [jobs@figmtnbrew.com](mailto:jobs@figmtnbrew.com) with a resume and cover letter.