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**TITLE:** Graphic Designer, Current:LA Sustainable Urban Food Systems Summit

**STATUS:** Freelance Contractor, June-October

**REPORTS TO:** Project Manager, Current:LA

**COMPENSATION:** \$2,500

**SEE-LA** is a 501(c)3 non-profit; our mission is to build sustainable food systems and promote social and cultural activities that benefit both low-to-moderate income residents of Los Angeles while also supporting California small- and mid-sized farms and local small businesses.

The Sustainable Urban Food Systems Summit will be SEE-LA's first experience bringing together local growers, farmers' markets, restaurants, and neighborhood corner stores for a day-long event that will be free and open to the public.

### **Summary of Responsibilities**

Graphic Designer, Current:LA Sustainable Urban Food Systems Summit is responsible for the creation of all design materials for the Current:LA Sustainable Urban Food Systems Summit - an event funded by the Department of Cultural Affairs for their triennial Current:LA Food.

### **Qualifications:**

- A solid portfolio of print and digital design work showcasing original content, fluency in typography and layout, strategic thinking and imagination
- Proficiency in Adobe Creative Suite (Photoshop, Illustrator, InDesign) or other design programs
- Proven track record of taking designs from concept to production
- Ability to take constructive feedback and integrate it in design pieces
- Must work well, both independently and in a team environment
- Excellent written and verbal communication skills
- Must be available to meet at SEE-LA offices located in Downtown Los Angeles
- Experience designing bilingual collateral strong plus (please highlight in work samples)
- Ability to use own equipment/software
- Copy-writing skills a plus

### **Specific Responsibilities**

- Conceptualize the look and feel of SEE-LA's Current:LA Sustainable Urban Food Systems Summit, including potentially renaming the event to better reflect the design elements
- Create all print and digital program collateral including but not limited to event signage, banners, postcards, signage and social media assets
- Ensure all designs are cohesive
- Prepare and deliver production ready files, original design files and applicable assets to the Project Manager
- Maintain regular communication with the Project Manager including regularly scheduled check-ins to ensure project is on time and within budget

Please submit cover letter and resume via email to: [employment@see-la.org](mailto:employment@see-la.org) (Subject Line: Current:LA Graphic Designer).

**DISCLAIMER:** The above is intended to describe the general contents and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.