



**Muscogee (Creek) Nation**  
**Human Resource Management Services**

Employee Requisition

PO BOX 580  
 OKMULGEE, OK 74447  
 Telephone (918) 732-7827  
 Toll-Free (800) 482-1979  
 Fax (918) 756-2284

Submitted Date 10/26/2022	Employee Requisition Number <b>ER-23025</b>	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>GRAPHIC DESIGNER</b>			
Pay Grade SG 12	Salary Range \$40,372-52,728	Classification Full Time	
Department: TOURISM & RECREATION	Location: Okmulgee	Location Code: 301	FT/PT 1-Full Time

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.**  
**MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

General Summary:	Assist the Creative Manager in designing logos and layout designs for print and electronic media including websites, editorials/periodicals, brochures, flyers, signs, reports, advertisements and any other visual communication materials as assigned by the Creative Manager
Principal Duties and Responsibilities:	<p>Essential Duties and Responsibilities include the following. Other duties may be assigned.</p> <ul style="list-style-type: none"> <li>· Take design assignments and implement them from concept to completion effectively communicating a clear message</li> <li>· Design visual concepts using graphic design tools including design software, i.e., Adobe CC—including InDesign, Illustrator, Photoshop, and more</li> <li>· Selecting colors, fonts, photographs, layouts and other design elements to communicate creative concepts</li> <li>· Select type size and style to enhance the readability of text and image</li> <li>· Rework/Edit text for writing copy</li> <li>· Produce drafts for review and make revisions based on the feedback</li> <li>· Review final productions for errors and ensure that final prints reflect assignment specifications</li> <li>· Interact with branding experts, marketing, content, other professionals and clients, under the supervision of senior staff, to create collateral.</li> <li>· Continuous learning keeping skills and industry knowledge current</li> <li>· Availability to work the Muscogee (Creek) Nation Festival; occasional holidays, evenings and weekends may be obligatory to work</li> <li>· Plan and execute Festival events/activities</li> <li>· Perform any and all reasonable duties and responsibilities as necessary</li> </ul>
Minimum Requirements:	<p>Qualifications</p> <p>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are</p>



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	<p>representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. May be necessary to lift items up to 20 pounds. Must have a valid Oklahoma Driver's License.</p> <p>Required</p> <ul style="list-style-type: none"> <li>• Solid knowledge of graphic design software, design and visual principles</li> <li>• Portfolio/samples of work demonstrating a high level of creative, design and software skills</li> <li>• Ability to evaluate choices critically, with a client's needs in mind</li> <li>• Ability to communicate design choices clearly</li> <li>• Adequate multi-tasking and time-management skills with ability to prioritize tasks, perform under pressure and working within established, sometimes tight, deadlines</li> <li>• Technical/copy-writing skills</li> <li>• Effective and concise written and verbal communication skills</li> </ul>
Preferred Requirements:	<ul style="list-style-type: none"> <li>• Knowledge of, or willingness to learn, motion graphics/animation design</li> <li>• Some knowledge of printing procedures and photography</li> <li>• Sensitivity to and ability to incorporate Native (specifically Muscogee) cultural design aesthetics</li> <li>• Knowledge of Muscogee/Southeastern history, culture and art history</li> </ul>
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

**Competencies:**

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.



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**Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent;  
Arrives at meetings and appointments on time.

**Dependability:** Follows instructions, responds to management direction.

**Physical Demands:**

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:  Up to 50 lbs.  Up to 100 lbs.  Over 100 lbs.  
 Physical Exam Required

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- Fumes or airborne particles  Outside weather conditions  Toxic or caustic chemicals  
 Risk of electrical shock  Vibration  Loud Noise

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

**Public Relations:**

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.

**MCN Policy Requirements:**

All Employees are subject to pre-employment background checks and drug testing. According to MCN Policy Section 502:Page 12/Section 503 110-111. All applicants must pass a drug test before beginning work. Any candidate who fails or refuses a drug test shall be withdrawn from employment consideration.