

WHAT YOU'LL DO

This role is centered around design execution, creative support, and learning within a collaborative agency environment. You'll work alongside our creative and marketing teams to help bring concepts to life while building your technical skills and confidence.

You'll help support the creative process so great work can actually get finished—well and on time.

IN THIS ROLE, YOU WILL:

- Create graphics, layouts, and visual assets using Adobe Creative Cloud (Illustrator, InDesign, Photoshop)
- Assist with branding, marketing materials, and internal design projects
- Apply UpFrame and client brand guidelines consistently across all work
- Prepare digital files for print and production and coordinate with print vendors as needed
- Make updates and edits to existing design files
- Make updates to WordPress websites as assigned
- Assist with basic web design and layout adjustments
- Support digital content creation for marketing campaigns
- Assist in creating and scheduling content for UpFrame's social media platforms
- Seek, receive, and apply feedback from team members to improve work
- Communicate clearly about progress, questions, and needs
- Continue developing skills in design software, digital media, and current design trends

YOU MIGHT BE A GREAT FIT IF YOU...

- Enjoy being creative while also paying close attention to detail
- Take pride in producing clean, thoughtful, and polished work
- Are coachable and open to feedback (and able to apply it quickly)
- Can manage your time and stay organized across multiple tasks
- Take initiative, but know when to ask thoughtful questions
- Thrive in a collaborative, supportive team environment
- Are curious and motivated to keep learning and improving

REQUIREMENTS

- Demonstrated foundational design skills (portfolio required)
- Basic proficiency in Adobe Creative Suite (Illustrator, InDesign, Photoshop)
- Strong attention to detail and visual consistency
- Ability to follow direction and apply feedback
- Strong time management and organizational skills

Bonus points if you have experience with:

- WordPress or basic web design
- Social media content creation
- Branding or marketing projects

HOW TO APPLY

Send your cover letter, resume and portfolio to Taylor@upframecreative.com