

DESIGN TEAM LEAD

Team: Creative

Reports To: Founder and Creative Director (Mo Vazquez)

Compensation: \$58,300+ (DOE)

Status: Full time Salaried (40 hours per week)

Location: Pipsticks Studio (San Luis Obispo, CA), Hybrid, or Remote

Remote California: Employee, full benefits

Remote Non-California: 1099, limited benefits

JOB PURPOSE:

Cultivate an environment to inspire the sharing of ideas and the production of incredible work. Keep the creative team on track, working efficiently and quickly. Manage all aspects of product delivery from ideation to product promotion.

Position Overview:

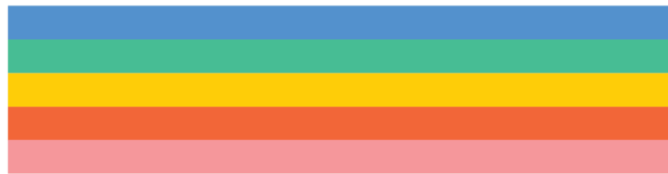
The Design Team Lead works closely with the Creative Director and executes a wide range of design production & team coordination tasks. You will be point person for the design team, keeping everyone on track, and acting as a resource as the team produces everything from sticker sheets to catalogs to marketing material in house. You will manage a team comprised of in-house, remote, and contract team members.

In this position you will oversee the design and production of each month's collection of stickers + stationery (50 products in total) for our subscription and wholesale customers. You will work with the Creative Director to determine color palettes, themes, and style to design sticker sheets, stationery, and products for retail.

Duties and Responsibilities:

Include, but are not limited to:

- Keep design team motivated and on track
- Conduct 1-on-1 meetings with team
- Research and brainstorm new sticker ideas
- Work with the Creative Director to plan and design monthly collection of products
- Design & layout of illustrations for sticker sheets, printed collateral, marketing graphics, planners, sticker books, & packaging
- Use Air Table to manage schedules, project timelines, and product lists
- Act as the design team point of contact internally and externally
- Supervise, train, and manage design team members (production, illustration, design)
- Understand and manage design team resources and project assignments
- Create and manage production schedules
- Create print specs for manufacturers
- Work with manufacturers to get print quotes, manage projects, and deliver quality control feedback



WHO WE'RE LOOKING FOR:

A Design Team Lead! People love to work with you because you're organized, energetic, and love to make things run smoothly. You are self-directed, have a strong work ethic, and have a direct communication style. You are obsessed with details, and have a flawless sense of color, typography, and composition. You are meticulous and work hard. You catch the typos that everyone else misses. You like crafting, stickers, and spend lots of your free time creating.

You have extensive experience with offset print and have worked directly with printers and manufacturers (bonus if you've worked with overseas suppliers). You understand production jargon and know how to write a comprehensive design spec.

You are a powerhouse when it comes to getting things done and thrive in a small company where projects and deadlines shift regularly. You're flexible and can juggle lots of things at once.

You have experience managing designers and working in a team. You are quick to learn new things, trouble shoot, and problem solve independently. You are excited by information organization and processes that deliver projects efficiently and on time.

You're high energy and eager to be part of a team that is fast paced, creative, and fun. You have LOTS of ideas – many of them super quirky – and love “riffing” off other people's ideas to collaborate and make something awesome. You like crafting, stickers, and spend lots of your free time creating.

You take feedback easily and communicate directly when there's an issue. You're not afraid to speak up and thrive in an environment that is collaborative and ever changing.

On top of all that... people like working with you, you're easy going, and you feel comfortable speaking up and contributing fresh ideas and ways to improve processes.

Ideally, you're based in San Luis Obispo, California ☺

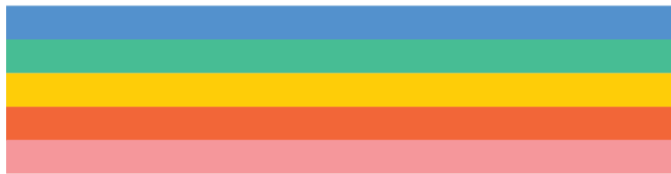
QUALIFICATIONS

Minimum:

- Advanced knowledge of Adobe Creative Suite
- Experience working with print manufacturers
- Experience managing people in a design environment
- Experience with artificial lighting and photo editing
- Highly dependable, self-starter, positive attitude

Desirable

- Art/ design degree
- In-tune with current trends and pop culture
- Illustration experience a plus
- Experience with packaging design
- Experience working in Air Table + Trello



- Experience working in a small business
- Experience working in a quick turn-around environment
- Experience creating work for email + advertising campaigns and social media

JOB PERKS

- Free Sticker Club subscription
- An awesome staff discount (30% off all Pipsticks products)
- In Studio: A relaxed, friendly environment (yay cute sweats!) with free tea, coffee, + freshly baked chocolate chip cookies when someone on the team needs a lift ☺
- In Studio: Social gatherings (including a weekly team crafting session!)
- Contribution toward health, dental, & vision insurance
- FSA + Commuter Benefits
- 401K with matching
- Life/AD&D Insurance
- 2 weeks (annually) accrued PTO (Paid Time)
- 3 days accrued (annually) STO (Paid Sick Time)
- 7 paid holidays (annually)
- Flexible schedule

HOW TO APPLY

Want to work with us? Submit your application here: <https://airtable.com/shrfaTW9voegEjY84> or email hr@pipsticks.com

Email hr@pipsticks.com with “I want to be your new Design Team Lead” in the subject and the following...

1. Cover letter, please include:
 - a. Why you want to work for Pipsticks
 - b. Why you're a good fit for the position
 - c. What are the three most important things to keep a design team motivated and efficient?
 - d. Your availability (when can you start and preferred hours)
2. Resume
3. Link to your portfolio
4. Links to social media accounts