Role Description - Graphic Artist

The Graphic Artist supports all of EA's marketing and branding efforts, creating visual collateral for our various projects, supporting a visually consistent presentation.

This is a part time contractor position, and is ideal for someone looking for a paid side hustle or to gain or leverage their artistic expertise in the genre fiction and podcasting space.

Note: we anticipate that this role will have an uneven cadence, with some periods busier than others, such as at the start of the role as systems are put in place. We have taken this into consideration when providing the estimated hours per month.

Role Details

- Position title: Graphic Artist
- Location: Remote
- Hours: Part-time and flexible (estimated 10 hours per month)
- Pay: Flat rate of USD $[REDACTED] per month (plus incurred costs, if any)
- Start Date: Immediate / ASAP
- Contract Length: Permanent
- Potential for role expansion

Responsibilities ("What You'll Do")

This role includes:

- Regular communication and working closely with key administrative, technical, and editorial stakeholders and reporting to EA's co-owners
- Contributing to product road maps, project plans and dashboards
- Keeping current on upcoming projects, events, and deadlines
- Documenting ways of working and best practices
- Quarterly status meetings with co-owners and other teams as appropriate

Other responsibilities including:

- Safeguarding EA's confidential information and personal data
- Abiding by the EA Code of Conduct and the Terms of Use and Privacy Policy

- Any other tasks or services agreed in connection with this role
- Maintaining a baseline working knowledge of our industry
- Possible attendance of industry events (depending on location and interest)
- We encourage you to interact with our wider fan community via our forum, Patron-only Discord server and social media channels

Requirements ("What You Bring")

We are looking for someone who:

- Comfortable using and with access to industry software such as Adobe Photoshop, InDesign, or Illustrator
- Capable with document and spreadsheet software including GSuite
- Can understand and explain the messages we want to convey and interpret those into visual elements
- Attends discussions as needed to discuss expectations, desired outcomes, and timelines
- Contributes creative suggestions and articulates their impact on the project
- Presents drafts of work for feedback
- Ensures that visual design elements are aligned with our overall communication and marketing approaches
- Is willing to learn, use and offer feedback to improve our processes
- Can be regularly contactable, and attend trainings and meetings when provided with sufficient notice

Helpful skills and qualifications ("Nice to Have")

- Fluent in English (read and write; speaking is also helpful)
- Relevant and demonstrable knowledge and experience working in a team
- Familiarity with print on demand platforms, especially Moo
- Familiarity with donation platforms including PayPal, Patreon and Ko-fi
- Familiarity with social media platforms including Discord, Twitter and Twitch
- Familiarity with ecommerce platforms including Amazon and woocommerce

Person specification ("Who You Are")

An ideal candidate (is):

- Holds relevant technical qualifications

- A strong and active communicator
- Collaborative
- Open to constructive feedback
- Responsive to change
- Organised, self-disciplined and self-motivated
- Able to work well in an asynchronous environment and across time zones
- Able to work with minimal daily oversight (but never without support)
- Open to learning new skills and taking on new challenges
- Actively interested in genre fiction (especially audio fiction)
- Familiar with our existing work and online communities

About Us

Escape Artists Inc. is a US-based media company. We specialize in creating free-to-listen short fiction podcasts including the original science fiction podcast, Escape Pod. Our award-nominated content reaches millions of listeners each year.

Visit EscapeArtists.net for more information and our press kit.