



**Position:** Design & Communications Coordinator  
**Department:** Marketing  
**Reports to:** Marketing Manager  
**Post Date:** 4/3/23

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## About the Company

ADG is one of the world's most respected water park and aquatic venue design, construction, and manufacturing firms in the industry offering a comprehensive range of products and services that continue to set the standard throughout our industry. Our commitment to innovation, creativity, and high-quality work is reflected in everything we do, whether that's manufacturing a single component for a wave system or building a complete 20-acre waterpark.

As part of our team, you will have the opportunity to be a part of some of the most dynamic and creative projects taking place in the industry today. While ADG's headquarters is located in Upstate New York, our projects span the globe. And our client list features the best of the best, including Sea World, Six Flags, Wet n' Wild, Dollywood, Marriott, Hyatt, Gaylord Resorts, Hollywood movie productions, and much, much, more.

ADG is a high energy work environment with fast paced deadlines. You are right for our team if you are a proactive problem solver with attention to detail, able to maneuver multiple projects at once and can easily handle multiple and often shifting priorities and get great satisfaction on a job well done!

## About the Role

As a **Design & Communications Coordinator**, you will report to the Marketing Manager, in supporting the design and communication of the ADG brand and key product lines. This is an entry level position. The ideal candidate should have strong organizational skills, excellent communication skills, and the ability to manage multiple projects simultaneously.

## Key Responsibilities

- Collaborate with cross-functional teams to ensure that design projects align with business objectives and brand guidelines.
- Create marketing collateral, such as brochures, proposals, sales presentations and tradeshow banners.

- Assist in the creation of sales presentations, such as sales decks and pitch decks, ensuring that they are visually appealing and on-brand.
- Assist in the creation and implementation of strategic public relations plans and campaigns.
- Help prepare press releases, media pitches, and other written materials for distribution to the media & customer database.
- Work with Marketing Coordinator to assist in development of email templates, social media graphics and digital industry banner designs.
- Manage design assets, including logos, photo library, and fonts, ensuring that they are organized and easily accessible.
- Stay up-to-date with design trends, tools, and techniques, and recommend new ideas and approaches to the team.
- Support the Marketing Manager with campaign development and planning.
- Maintain marketing collateral stock, merchandise, clothing, organization of materials and other administrative tasks.

### Qualified candidates should offer the following experiences and skills

- Bachelor's degree in Graphic Design or related field.
- Proficiency in design software including Adobe Creative Suite (photoshop, InDesign, & Illustrator)
- Strong writing and communications skills.
- Excellent time management, organization and priority defining skills.
- Ability to coordinate and manage multiple projects simultaneously.
- Able to meet tight deadlines and work in a fast-paced environment with changing priorities.
- Creative project approach and willingness to learn.
- This is an on-site position that will be based in our headquarters in Cohoes, NY.
- Must be legally eligible to work in the US.
- A team player!

### Why ADG?

Our team members are hardworking, dedicated and highly respected within the industries that we serve. Our reputation has been built on delivering creative and innovative solutions with a "whatever it takes" approach to client satisfaction. The foundation of our success has been built

upon the talents and integrity of our employees, and we value the contributions of every team member.

As you help build ADG's success, we are committed to helping you build a prosperous and successful future. We offer challenging career opportunities, competitive salaries, and a comprehensive suite of benefits to promote the health and financial security for you and your family.

Every ADG employee is empowered to act in ways that make each day better, whether that's lending a hand to a colleague or bringing forward a new client solution or process improvement. Individually and collectively, our work achieves results that make a difference — for our clients, our client's customers, and ourselves.

## Benefits

- Competitive Paid Time Off
- Company Paid Holidays
- Comprehensive health care insurance plan that covers medical, dental, prescription, and vision.
- Competitive 401(k) program with employer matching contributions
- Daily dress code of "business casual"
- A positive work environment
- And much, much more

If interested in applying for this position, please submit resume and sample portfolio of design work to: [Julie.kline@aquaticgroup.com](mailto:Julie.kline@aquaticgroup.com)