

EXHIBIT A

Description of Services

Associate Graphic Designer

Hybrid | Part-Time | \$18/hour

MARQUEE Creatives is seeking an Associate Graphic Designer to support our creative team across a variety of client projects. This is an entry-level role designed for an early-career designer who is eager to learn, grow, and gain hands-on experience in a fast-paced, client-driven environment.

You will work closely with the Art Director and design team to execute creative concepts across print and digital platforms while developing your technical skills, creative thinking, and understanding of brand standards.

Key Responsibilities

- Assist the Art Director and design team with the execution of creative projects
- Create and adapt designs for social media, print materials, and digital use
- Follow established brand guidelines to ensure consistency across all client work
- Prepare files for production and support revisions as directed
- Collaborate with team members to align visuals with messaging and campaign goals
- Manage assigned tasks and meet project deadlines
- Organize and maintain design files and assets

Qualifications

- 0–3 years of experience in graphic design (internships and freelance work included)
- Bachelor's degree in graphic design or related field (or equivalent experience)
- Proficiency in Adobe Creative Suite (Illustrator, Photoshop, InDesign)
- Basic understanding of design principles, typography, and layout
- Familiarity with social media formats and digital design standards

Core Competencies

- Strong attention to detail
- Willingness to learn and take direction
- Time management and ability to meet deadlines
- Creative thinking and problem-solving
- Positive attitude and team-oriented mindset
- Reliability and follow-through

Growth & Development

This role is designed as a learning position within MARQUEE's creative team. You will gain exposure to real client work across multiple industries while building the skills needed to advance into a mid-level design role.

This is not a "design for fun" role. You will be working on real client projects with deadlines, expectations, and brand standards. We are looking for someone who is eager to learn, takes feedback well, and is ready to grow within a professional creative environment.