<u>**EXHIBIT A**</u>

Description of Services

Graphic Designer
Hybrid/$40.00 an hour

MARQUEE Creatives is seeking a talented and reliable Graphic Designer to support a wide range of client work across print and digital platforms. This role is ideal for a mid-level designer who can take direction, execute with precision, and contribute creative ideas within established brand strategies.

You will work closely with our Art Director and marketing team to develop visually compelling designs that support campaigns, events, and brand storytelling across multiple industries.

Responsibilities:
- Design and produce high-quality creative for print and digital use, including social media graphics, advertisements, brochures, event materials, and branded collateral
- Translate creative direction and brand standards into clear, effective visual communication
- Collaborate with the marketing team to ensure alignment between messaging and design
- Prepare final files for print and digital distribution with accuracy and attention to detail
- Manage multiple projects simultaneously while meeting deadlines
- Maintain consistency across client brands and campaigns
- Contribute ideas and creative input while working within project scope and timelines

Preferred skills and qualifications:
- 3+ years of professional graphic design experience (agency experience preferred)
- Bachelor's degree in graphic design or related field (or equivalent experience)
- Proficiency in Adobe Creative Suite (Illustrator, Photoshop, InDesign)
- Experience designing for both print and digital platforms
- Strong understanding of typography, layout, and visual hierarchy
- Ability to manage multiple projects in a fast-paced environment
- Strong communication and collaboration skills

Required Skills & Qualifications:
- Experience working with WordPress or web design platforms
- Basic understanding of social media content formatting and trends
- Photography and/or photo editing experience
- Experience preparing files for print production

Core Competencies
- Creativity and problem-solving
- Attention to detail and accuracy
- Time management and organization
- Adaptability and responsiveness to feedback
- Professionalism and reliability
- Ability to work both independently and as part of a team

This is not a passive design role. Our designers work across multiple clients, timelines, and project types. We are looking for someone who can execute efficiently, communicate clearly, and contribute to a collaborative, client-focused environment. If you're a designer who values both creativity and execution—and enjoys seeing your work come to life across real campaigns, events, and brands—we'd love to hear from you!