



## JOB DESCRIPTION

# PRESENTATION DESIGNER

### THE AGENCY

The Mixx is a NYC-based award-winning creative, marketing and branding agency that brings together actionable strategy and hard-hitting creative to recognize and solve the problems of today's brands. Our work makes sure companies reach and exceed their goals, engage their audiences, and keep their brand firmly on the map. Clients include market leaders in luxury automotive, professional services, entertainment, destination and tourism, alcohol and pharma.

The Mixx is not a polite agency, we are a *brave* agency! We're bold and we ask the tough questions. We are the small agency that gets the big jobs—and gets the big jobs done. We're not afraid to shock and awe when it serves our client's purpose. We take our clients where they must go if they want their brand to succeed. Our DNA is founded on diversity of thought and team, on our commitment to providing actionable strategy, on the senior-level attention every client receives and on our client-friendly approach around process and products.

Diversity is a key tenet of our agency's brand. The Mixx is a founding member of Titanium Worldwide, a certified-diverse collective of marketing, media and communications agencies. We are proud to be a certified LGBT- and woman-owned organization.

### JOB SUMMARY

You are a presentation wiz—a visual storyteller and problem solver with the ability to translate strategy, artwork and outlines into presentations that tell a compelling and cohesive narrative. This role will half bill to in-house work in support of marketing and sales activity, and half billing to client's presentation based work. For our own agency needs, you will help lead pitch responses and capabilities decks in support of sales, as well as managing case study creation, social media/web assets and award submissions in support of our agency's marketing efforts. For our large blue chip clients, you will be the go-to resource to lead deck presentation and templates mostly in PowerPoint, effectively translating their content and brand guidelines into stunning presentations.

You will be working across the agency, reporting into: management for their specific presentation needs; client services in support of their landing new and expanding existing accounts; account teams for client-facing decks; strategy when they need charts and infographics to present their platforms; and the studio when for pulling together case studies and award submissions. This pivotal role will also be working into Titanium, assisting in the creation of pitch responses and capabilities decks alongside multi-agency teams with executive oversight from Titanium's leadership.

To be successful you are able see what's beyond the page of content you were given. You can interpret the content, and map that to the bigger messaging and strategic narrative that is being told. You interrogate the content and work out creative ways to make the presentation stronger by being more compelling, direct and memorable. You are able to use presentation software tools as effectively as you can paint the story in a crisp deck. Your design and composition makes effective slides that lets the speaker shine by supporting them with compelling on-page content.

## **RESPONSIBILITIES**

*Responsibilities include, but are not limited to:*

- Creative problem solving and narrative storytelling; picking up creative ideas and themes and carry it through into presentation formats
- Designing client presentation decks, working from supplied content to layout compelling slides (most likely in supplied PowerPoints) as well as creating original templates from established brand guidelines
- Building agency pitch and response decks for both The Mixx and Titanium, responding to the ask with agency capabilities and custom responses from agency- and peer-supplied content
- Designing strategy and concept presentation decks that deliver our strategy and creative work in the most compelling ways possible
- Managing and creating the archive of a project's creative assets; Photoshopping final artwork comped in-situ; making case study image and video selects that tells the story of the project; creating, cropping and optimizing final assets for decks and our website/social feeds
- Supporting marketing functions by managing award submission assets; web and social content; preparing and optimizing files for final submission and/or uploading
- Creating clear charts and infographics from supplied data, and using available statistics and data to elevate our strategic justifications

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- As a key member on fast moving pitch responses, some late-night and weekend work is expected to be undertaken in this role from time-to-time to deliver on deadlines
- Improve internal and client processes by constantly seeking ways to streamline, escalating your recommendations to the team and implementing them into workflows.

## SKILLS & QUALIFICATIONS

- Bachelor's Degree in design or a related field
- 5 years of experience in presentation design (or with a strong leaning towards presentations)
- A portfolio with relevant examples of exceptional presentations and production work
- Masterful expertise in Microsoft PowerPoint, Apple Keynote, Adobe InDesign and Google Slides
- Full working knowledge of Adobe Creative Suite (InDesign, Photoshop, Illustrator)
- Excellent written and oral communication skills
- Extremely detail oriented, with good proof reading and spelling skills
- Takes direction well, is open to feedback, and can take content to the next level
- Ability to manage multiple projects at one time to meet aggressive deadlines
- Passion for creativity, from conceptual thinking to final output
- Positive attitude and works great with management, new business and the studio
- Ability to work in a fast paced, entrepreneurial spirited environment
- Be able to pivot and work on multiple projects simultaneously, effectively prioritizing
- Experience in mechanicalizing and artworking production files is a bonus, as is basic video editing and knowing Prezi and/or Sketch