



POSITION DESCRIPTION

The Aesthetic Society Creative Services & Graphic Design Specialist

www.theaestheticsociety.org

The Organization

Founded in 1967, The Aesthetic Society is a leading professional organization of ABPS board-certified plastic surgeons dedicated to advancing the art, science, and safe practice of aesthetic surgery and cosmetic medicine.

With more than 4,000 members in the U.S., Canada, and around the world, The Aesthetic Society is at the forefront of aesthetic plastic surgery education, innovation, patient safety, and professional excellence.

Reports to: Director of Communications and Marketing

Location: Garden Grove, California Headquarters Office — preferred

FLSA Status: Exempt

Type: Full-Time

Position Summary

The Creative Services & Graphic Design Specialist is a hands-on designer focused on the execution and production of The Aesthetic Society's day-to-day creative needs across marketing, communications, membership, education, meetings, and digital initiatives.

This role creates and adapts graphics across digital and print channels, extends agency-developed campaign concepts, and turns creative direction into polished, production-ready assets. The ideal candidate is a versatile, detail-oriented designer who works efficiently across multiple projects and formats while maintaining a consistent, high-quality brand experience.

Key Responsibilities

Graphic Design, Execution & Production

- Create and adapt graphics for marketing campaigns, membership initiatives, education programs, meetings and events, publications, and organizational communications.
- Execute and extend established campaign concepts and master creative across multiple formats, sizes, and channels.
- Design assets for social media, email, websites, digital advertising, presentations, signage, print collateral, and other communications.
- Design polished, on-brand presentations for leadership, committees, education programs, meetings, sponsors, and other organizational needs.
- Create and maintain branded templates and reusable assets that improve creative consistency and production efficiency.
- Ensure creative work follows established brand standards and is accurate, polished, and production-ready.

Digital, Web & UX Design

- Use Figma to support website layouts, wireframes, prototypes, and other digital design needs.
- Create and adapt graphics, page elements, banners, icons, and other visual components for websites and digital experiences.
- Help ensure the organization's digital presence is visually cohesive, with graphics and design elements that support clear, intuitive user experiences and page layouts.
- Apply principles of visual hierarchy, responsive design, accessibility, and basic user experience to digital work.

Print & Production

- Prepare production-ready artwork for advertisements, postcards, brochures, signage, banners, and event collateral.
- Apply working knowledge of print specifications, including bleeds, resolution, color modes, file formats, and prepress requirements.
- Coordinate files with printers, fabricators, and production vendors as needed.
- Review proofs and production specifications for accuracy and quality.

Creative Workflow & Collaboration

- Manage multiple creative assignments, deadlines, revisions, and quick-turn production requests.
- Maintain organized creative files, templates, brand assets, and design resources.
- Adapt agency-developed creative and master assets for day-to-day organizational needs.
- Coordinate with internal teams, agencies, freelancers, and vendors to keep projects moving on time.

Qualifications

- Bachelor's degree in Graphic Design, Visual Communications, Digital Media, or a related field preferred.
- 3–5 years of professional graphic design, creative services, digital design, or related experience.
- Strong portfolio demonstrating graphic design and digital creative.
- Strong proficiency in **Canva and Figma**.
- Working experience with **Adobe Creative Cloud**, particularly Photoshop, Illustrator, and InDesign.
- Strong understanding of typography, layout, color, composition, visual hierarchy, branding, and digital design principles.
- Experience designing and producing assets for social media, email, websites, digital advertising, presentations, and print.
- Strong organizational skills with the ability to manage multiple projects, priorities, and deadlines.
- Ability to take creative direction and feedback and translate it efficiently into polished, finished work.

Preferred

- Creative agency experience.
- Experience working within an association, healthcare, medical, or professional services environment.
- Experience with website design, wireframes, or digital prototypes.
- Familiarity with AI-enabled creative and productivity tools.
- Experience with After Effects and/or Premiere is a plus.

Success in This Role

Success in this role means efficiently executing and producing high-quality creative work while strengthening the consistency, quality, and efficiency of the organization's visual communications.

Compensation & Benefits

- Salary: \$65,000–\$80,000, depending on experience.
- Comprehensive health, vision, and dental insurance.
- Paid time off.
- Eligibility for an annual performance bonus.
- 401(k) retirement plan.

Interested Applicants

Interested candidates should submit a resume, cover letter, and portfolio outlining relevant qualifications and experience to apply@theaestheticsociety.org by **September 14, 2026**.

Please use the subject line: **Creative Services & Graphic Design Specialist Application**

To get a feel for our brand and creative work, visit theaestheticsociety.org and follow us on Instagram at [@aestheticsocietymembers](https://www.instagram.com/aestheticsocietymembers).