

# NDCLA

**Designer**  
**Job Type: Non-Exempt/Full Time**  
**Pay: Hourly \$23-33**  
**(based on qualifications)**  
**Hours: 35-40/week**

Nippon Design Center USA, Inc. (NDCLA) seeks a Designer to be part of the creative team. We are looking for a detail-oriented, enthusiastic graphic designer who understands high-quality and high-end design. This position will be based in Culver City, CA. (This is not remote work.)

## **Who We Are:**

We are a global creative multidisciplinary agency. Nippon Design Center (NDC) was founded in Tokyo in 1959. For over 60 years, it has supported Japan's cultural and industrial development through design, including the design work for the 1964 Tokyo Olympics. NDC continues to support corporate visual identities for Japanese companies that have since grown globally. To further promote globalization, Nippon Design Center USA, Inc. (NDCLA) was established in Los Angeles in March 2022. Understanding both Western and Eastern values, NDCLA seeks the source of inspiration, explores ideas with curiosity, and creates new values through simple, bold, and clear design.

We have clients in Japan, China, South East Asia, and America. We are a diverse group of designers and strategists, and we produce human-centric experiences through design, interior design, brand campaigns, and digital platforms. We work thoughtfully and collaboratively throughout the process with in-house, outside contractors, and global office staff.

NDC HQ      <https://www.ndc.co.jp/en/>  
NDCLA      <https://www.ndcla.us/>

This position reports to the Executive Director of NDCLA and works closely with the team members.

## **What You'll Do:**

- Assist in the development/brainstorming of unique and innovative concepts based on pre-determined business objectives.
- Assist in creating branding projects, including logo design, high-quality print materials, packaging, front-facing graphics, motion graphics, interior graphics, UI for websites and apps, and exhibitions.
- Assist in creating proposals, client presentations, and other materials for the team and client.
- Assist in the retouching and production of graphics works.
- Execute non-template projects from start to finish.

- Work closely with the Art Director, copywriters, media staff, outside contractors, headquarters staff, and producers to ensure optimal outcomes for final materials.
- Proactively seek necessary information and data on project requirements to ensure clarity and alignment on timelines, deliverables, and assets.
- Other duties as assigned.

### **Requirements**

- B.A. degree in graphic design or related field.
- A strong portfolio demonstrating your process and execution of high-quality design.
- Excellent typography and visual communication skills.
- Strong fundamental layout skills to lay out diagrams and text accurately, quickly, and artistically.
- Understanding the values for both digital and print design.
- Strong interpersonal and communication skills.
- An ability to multi-task and meet tight deadlines with high-quality work.
- Must be a self-motivator, possessing the ability to work effectively with little supervision.

### **Skill, Programs, and Tools Requirements:**

- **Expert skills in Adobe Suite: Photoshop, Illustrator, and InDesign**
- Figma plus
- Proficient in Keynote, Word, Excel, Google Docs, and Dropbox
- Premiere Pro or Aftereffects Knowledge a Plus
- Experience with animation graphics, 3D/2D motion design, and UI Design a plus.
- 2<sup>nd</sup> language or Japanese is a plus.

### **Benefits**

- Health, Dental, Vision, and Life insurance are 100% supported by the Company.
- Excellent Work/Life Balance - Paid Time Off, Sick Days, Winter Holidays, and Paid Holidays. Work-life balance is a priority for us.

### **Work Location**

Culver City, CA  
In-Person

### **Work Schedule**

7-8 hours a day, Monday through Friday  
Occasionally overtime or weekend work.  
10 am to 6:30 pm

## Application Process

- Please submit your resume and cover letter to [ndcla@ndc.co.jp](mailto:ndcla@ndc.co.jp)
- The successful candidate will have a portfolio that includes creative work that encompasses print or packaging projects, digital projects, and branding projects. Portfolio work should showcase strong problem-solving skills, unique concepts, and outstanding typography.
- Please include “Designer Position” in the subject line.
- The company does not sponsor employment visas.

## Equal Opportunity Policy

NDCLA is an equal opportunity employer and is committed to diversity and inclusion. NDCLA fosters a work environment that is free of discrimination and harassment, whether based on race, national origin, gender, gender expression, religion, ethnic background, age, disability, marital status, sexual orientation, or any other criterion prohibited by applicable federal, state, or local laws.

We believe that diversity and inclusion among our team and environment are vital to producing creative and inspiring work, and an inclusive culture makes for stronger, more innovative, engaged, and effective teams.