

REQUEST FOR PROPOSAL

Creative Production Designer

1099 Independent Contractor | Remote | Open Until Filled

At-a-Glance

Issuing Organization	FORGE Creative Co. — Granite Falls, MN
RFP Title	Creative Production Designer (1099 Contractor)
Role Type	1099 Independent Contractor — Remote
Estimated Hours	Variable: ~5–20 hrs/week depending on client demand
Compensation	\$20–\$30/hr, Depending on Experience
Submission Method	forgecreativeco.com/team — Online Application Form
Position Status	Open Until Filled

1. Introduction & Purpose

FORGE Creative Co. is a brand-strategy-led creative agency based in Granite Falls, Minnesota, serving small-to-mid-sized businesses and nonprofits across rural and regional Southwest Minnesota. Our core services include brand identity, logo design, website design and development, and digital marketing.

FORGE is issuing this Request for Proposal (RFP) to identify and engage a qualified Creative Production Designer to serve as a 1099 independent contractor. This individual will function as the production engine behind FORGE's client delivery — executing high-quality visual assets and digital layouts based on detailed creative briefs provided by FORGE leadership.

FORGE manages all strategy, client communication, and creative direction. The selected contractor focuses entirely on expert execution.

2. Scope of Work

The selected contractor will be responsible for the following deliverables and activities:

Brand & Vector Execution

- **Vector Asset Production:** Translate detailed creative briefs into high-quality vector graphics including logos, brand marks, and marketing collateral.
- **File Format Mastery:** Deliver all work in professional, universal formats (SVG, EPS, high-res PDF) compatible across industry-standard design suites.
- **Rapid Revisions:** Execute timely design refinements based on internal FORGE feedback prior to any client-facing presentation.

Website & Digital Layout

- **Framework-Based Web Adaptation:** Translate client brand elements — color palettes, typography, imagery — into structured, template-based website layouts.
- **Brand-Consistent Digital Design:** Ensure all website designs feel custom and cohesive with each client's identity, maximizing the creative potential of pre-built web templates and containers.
- **Web Asset Optimization:** Prepare, crop, and optimize all graphic and vector elements for web performance — fast load times and crisp digital rendering.
- **Responsive Layout QC:** Confirm that all framework-based layouts scale correctly and maintain brand integrity across desktop, tablet, and mobile views.
- **No-Code Visual Building:** Work purely within frontend layout, asset placement, and visual styling; no custom backend development or coding is required or expected.

General Expectations

- **Schedule Autonomy:** Manage your own schedule to meet project deadlines communicated at the start of each week.
- **Independent Operation:** As a 1099 contractor, you are expected to operate as a self-sufficient business — managing your own tools, timelines, and communications professionally.

3. Engagement Terms

This is a flexible, project-based engagement structured to support FORGE's growth while providing the contractor meaningful creative work without the overhead of client-facing responsibilities.

- **Engagement Type:** 1099 Independent Contractor (no benefits, no employment relationship)
- **Work Location:** Fully remote
- **Estimated Hours:** Variable — typically ranging from 5 to 20 hours per week depending on active client projects and seasonal demand. Week-to-week flexibility is a feature of this role, not a limitation.
- **Compensation:** \$20–\$30 per hour, depending on demonstrated experience and portfolio quality
- **Billing:** Contractor invoices FORGE; payment terms to be established upon engagement
- **Growth Potential:** As FORGE reaches its revenue targets, this contract is intentionally designed to scale in both hours and responsibility

4. Contractor Requirements

Software & Tools

- Proficiency in Adobe Creative Suite (Illustrator, Photoshop) and/or Figma
- Proven vector design capability in Adobe Illustrator, CorelDRAW, or Affinity Designer
- Experience working within modern web builders and CMS platforms to adapt visual styles
- Contractor must supply their own workstation, high-speed internet, and all required software licenses — no tools are provided by FORGE

Skills & Qualifications

- **The Production Eye:** Extreme attention to detail — alignment, color profiles (CMYK/RGB), type hierarchies, and spacing must be consistently precise
- **Software Agnostic:** Ability to produce professional-grade output regardless of which tool is used
- **Reliability:** Track record of meeting deadlines and communicating proactively — this is a business-to-business contractor relationship
- **Web Experience:** Comfort adapting brand systems into digital/template-based environments

5. How to Submit a Proposal

Qualified candidates are invited to submit a proposal through the FORGE online application portal. To be considered, your submission must include:

- A portfolio showcasing both vector/branding execution and examples of digital layouts or websites you have styled
- A brief description of your experience level and the design tools you work in most frequently
- Your proposed hourly rate within the \$20–\$30/hr range, along with a note on typical availability

Submit your proposal at:

www.forgecreativeco.com/team

Bonus Tip: *Include a brief line about your favorite type of production work — it tells us you actually read the brief.*

6. Why Partner with FORGE?

This is a low-friction, high-output partnership built for a skilled designer who wants to focus on craft — not client management.

- No client meetings, no strategy calls — just clean briefs and great design work
- FORGE provides the organization and direction; you provide the execution
- Work on a variety of brand and web projects across diverse regional industries
- Flexible volume that respects your schedule as an independent professional
- A growing agency with intentional contractor development built into the model

At FORGE, we're committed to empowering businesses to build into memorable brands that thrive and grow. That commitment to empowering growth is shared with our team members as well.

Questions? Contact Jeremy at jeremy@forgecreativeco.com or **320-435-1107**