



## Ninepoint Partners LP - Junior Production Designer

### About Us

One of Canada's leading alternative investment management firms, Ninepoint Partners LP is an independent, employee-owned firm serving the investment advisor and institutional investor communities. With over 85 employees and over \$8.2B in assets and institutional contracts, Ninepoint manages unique alternative investment solutions that offer investors the benefits of better diversification. We target investment strategies that are uncorrelated to traditional asset classes, such as equities and bonds, with the goal of lowering overall portfolio risk. Offices located in Toronto and Montreal.

Committed to helping investors explore innovative investment solutions that have the potential to enhance returns and manage portfolio risk, Ninepoint offers a diverse set of alternative strategies including North American Equity, Global Equity, Real Assets & Alternative Income.

As a team, we have a long track-record of managing alternative income, real asset and alternative core strategies. Innovative thinking, and our ability to apply it to real-world solutions, is what defines us.

We are among the largest independent asset management firms in Canada and is wholly owned by Ninepoint Financial Group Inc.

At Ninepoint Partners, we foster an atmosphere of empowerment, mutual respect and enjoyment. We hire talented and ambitious individuals who thrive in a growth-oriented, entrepreneurial environment.

Are you passionate about serving clients, working together and sharing our values to achieve our clients' goals?

### Job Overview

We are seeking a creative and detail-oriented **Junior Production Designer** to join our dynamic team at Ninepoint Partners. As an entry-level Junior Production Designer, you will work closely with our marketing and design team to create visually compelling and brand-consistent materials for both print and digital platforms.

Your primary responsibility will be to support the monthly production process of updating Fund fact sheets, ensuring accuracy and proper implementation of designs, and maintaining high-quality standards.

This individual will work collaboratively with various stakeholders to ensure all necessary approvals are obtained. This role offers an excellent opportunity for a talented individual to contribute to our company's visual identity and make a meaningful impact in the financial services industry.

## Accountabilities:

- Collaborate closely with the Investment and Performance teams to receive updated data and content for fund fact sheets.
- Review and analyze source materials, ensuring accuracy and consistency of data, charts, graphs, and other visual elements.
- Execute changes and updates to fund fact sheets using design software, such as Adobe InDesign, Illustrator and Photoshop while adhering to established templates and brand guidelines.
- Implement proper formatting, layout, typography, and visual hierarchy to ensure the clarity and readability of the fact sheets.
- Conduct thorough quality checks to verify data accuracy, resolve discrepancies, and confirm compliance with regulatory standards.
- Maintain a comprehensive and organized system for archiving and managing fact sheet files and related assets.
- Assist in the creation and modification of other marketing materials, such as commentaries, presentations, and sales support documents, as needed.
- Technical skills to work with popular graphic design programs like the Adobe suite
- Flexibility to be able to switch between projects or pivot quickly should the requirements of the project change

## Requirements:

- 1 year production experience (academic- or work-related) is desirable.
- Experience in financial services is desirable, but not required.
- Eager to work in a cooperative marketing team in the financial services sector.
- Excellent multi-tasking, communication and prioritization skills are a MUST.
- Have strong knowledge of Adobe Suite with emphasis on InDesign, Illustrator, and Photoshop.
- Have strong understanding of Adobe Acrobat DC, and Microsoft Office programs such as PowerPoint, Excel and Outlook
- Have the ability to create and edit PowerPoint presentations with a strong emphasis on adhering to brand guidelines and create exciting communication solutions.
- Patience to send creative designs through multiple approval processes and work with several different people to get a job done.

Interested candidates can submit their resume to [careers@ninepoint.com](mailto:careers@ninepoint.com) with the role referenced in the subject line. Only those who qualify for an interview will be contacted.

## **Equity, Diversity & Inclusion**

The Company is committed to the fundamental principles of equal employment opportunity. We are committed to treating people fairly, with respect and dignity and to offer equal employment opportunities based on an individual's qualifications and performance — free from discrimination or harassment because of race, ancestry, place of origin, ethnic origin, colour, citizenship, religion, sex, sexual orientation, gender identity or gender expression, age, marital or same-sex partnership status, family status, disability and record of pardoned offences. This policy applies to all aspects of employment, including recruitment, hiring, placement, promotion, transfer, compensation, training and education.

Each employee is important and accountable for the Company's success and will be treated with respect and dignity.

## **Accessibility**

Accommodation for persons with disabilities are available upon request for job applicants taking part in all aspects of the recruitment process.

## **PIPEDA**

We may collect, use or disclose your personal information for the purpose of establishing an employment relationship with you.

Ninepoint Partners does not accept unsolicited agency resumes or phone calls.