



Position Description

Human Edge Consulting is a boutique consulting firm that helps leaders translate strategy into sustained performance in complex, high-risk environments. We partner with organizations across industries such as chemicals, manufacturing, mining, utilities, and energy to strengthen culture, capability, and execution where reliability and risk control matter most. Our work integrates applied behavioral science, organizational design, and practical operational experience to deliver solutions that are credible with executives, usable by the workforce, and grounded in real work. We engage experienced independent consultants who bring discipline, judgment, and professionalism to client challenges that cannot be solved with theory alone.

At **Human Edge Consulting**, we seek experienced, independent partners who bring sound judgment, credibility with senior leaders, and the ability to operate effectively in complex, high-risk environments. Our partners are practical, disciplined professionals who translate insight into action, work comfortably alongside executives and frontline teams, and take ownership for delivering high-quality outcomes. We value individuals who balance rigor with pragmatism, collaborate well in multi-workstream engagements, and uphold the standards of trust, professionalism, and accountability that our clients expect.

Role

Contract Digital & Visual Designer

(Independent Contractor – 1099)

Organization

Human Edge Consulting

Position Type

Independent Contractor (1099)

This position does not constitute employment.

Role Purpose

The Contract Digital & Visual Designer partners with Human Edge Consulting to design high-quality digital and visual assets that strengthen consulting deliverables, learning solutions, and client communications. Designers are engaged for their ability to translate



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complex ideas, frameworks, and data into clear, professional, and visually compelling materials that support executive decision-making and frontline understanding in complex, high-risk operational environments.

Scope of Services

- Contract Digital & Visual Designers may be engaged to support one or more of the following services, based on project needs:
- Design of digital and visual assets for client deliverables (e.g., slide decks, reports, playbooks, dashboards, job aids)
- Visual design for learning and development assets (e.g., eLearning visuals, infographics, facilitator and participant materials)
- Creation of diagrams, frameworks, and visual models (e.g., operating models, governance frameworks, learning journeys, capability maps)
- Development and maintenance of brand-aligned templates and design standards
- Visual refinement and polishing of executive- and board-level presentations
- Support for proposals, internal communications, and thought-leadership materials
- Collaboration with consultants, instructional designers, and subject-matter experts
- Specific deliverables, timelines, and fees will be defined in a Statement of Work (SOW) or project engagement addendum.

Key Responsibilities

- Translate complex consulting content into clear, concise, and professional visual designs
- Apply Human Edge brand guidelines consistently across all digital and visual assets
- Design layouts that enhance clarity, usability, and executive readability
- Use visual hierarchy, typography, and structure to support insight and decision-making
- Collaborate closely with consultants and instructional designers to understand intent, audience, and use case
- Iterate designs based on feedback and evolving project requirements
- Ensure accuracy, consistency, and version control across deliverables
- Prepare assets for digital distribution, client presentation, or print as required



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- Protect confidential client and firm information
- Represent Human Edge Consulting with consulting-grade professionalism and attention to detail

Required Qualifications

- Demonstrated experience in digital design, visual design, or graphic design
- Strong portfolio showcasing professional, business-focused visual work
- Ability to design for executive, leadership, and operational audiences
- Strong understanding of layout, typography, color, and visual hierarchy
- Ability to manage multiple deliverables and deadlines independently
- Strong communication and collaboration skills

Preferred Qualifications (Role-Dependent)

- Experience supporting consulting, professional services, or corporate environments
- Familiarity with learning, instructional design, or capability-development deliverables
- Experience visualizing frameworks, data, processes, or systems
- Proficiency with common design tools
(e.g., PowerPoint, Adobe Creative Suite, Figma, Canva, or similar)
- Experience designing within established brand systems and templates

Independent Contractor Status

Contract Digital & Visual Designers:

- Operate as independent contractors and determine how services are performed
- Provide their own design tools, workflows, and professional judgment
- Are responsible for all applicable taxes, insurance, and business expenses
- Are not eligible for employee wages, benefits, or guaranteed hours
- May provide services to other organizations, subject to conflict-of-interest and confidentiality standards

Compliance & Confidentiality Requirements

All Contract Digital & Visual Designers must:



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- Comply with Human Edge Consulting confidentiality, data-protection, and intellectual-property requirements
- Execute confidentiality and IP agreements as required
- Adhere to applicable laws, regulations, and client policies
- Maintain professional and ethical standards consistent with consulting engagements

Engagement & Scheduling

- Engagements are project-based and scheduled by mutual agreement
- No minimum hours or guaranteed volume of work
- Work is primarily remote, with occasional coordination meetings as needed

Agreement Acknowledgment

Engagement in this role is contingent upon execution of an Independent Contractor Agreement, acceptance of applicable Statements of Work, completion of required compliance documentation (including IRS Form W-9), and approval by Human Edge Consulting leadership.