

THE  **THEATRE**
TAUBE FAMILY MUSIC HALL

Graphic Designer

Job Description

The Graphic Designer will support the Director of Marketing and work cross functionally with various departments and be responsible for designing advertising campaigns.

Responsibilities

- Develop art direction and visual design for brand content and marketing
- Facilitate great design results by cultivating and maintaining positive client and team relationships.
- Perform as point of contact on projects for clients, vendors, and teams
- Create all marketing and promotion digital & print materials for the 1,350-capacity live music venue
- Localize admats for live events
- Create custom posters for touring artists & patrons of sold out events
- Create fundraising collateral, direct mailers, buck slips, one-sheets, edit email campaign copy, newsletters, etc. for both music venue and community development department
- Teach & manage annual cohorts of 1-3 interns as they learn the basics of graphic design.

Qualifications

- 5 years Adobe Creative Suite, typography, color theory, print & digital advertising
- Proficient in Google suite (google docs, spreadsheets, etc.)
- Proven aptitude for quick, creative, and adaptive thinking
- Experience leading, managing and mentoring multiple project teams, including the ability to create and communicate clear and attainable project objectives and requirements
- Strong leadership, organization, communication and relationship management skills
- Must be able to work with urgent deadlines, multiple priorities and multiple team members.

Software Experience

- Visual Design: 5+ years Adobe Creative Suite, typography, color theory, print & digital advertising
- Illustration: Vector illustration, logo design, icon design, hand-lettering, gig posters,
- Google Suite: Drive, Docs, Sheets, Slides, Forms, Ads, Analytics
- Microsoft Office Suite: Word, Excel, PowerPoint
- Social Media: Facebook Marketing, Instagram, Twitter, LinkedIn, Snapchat, TikTok, Hyllo
- Non-Profits: Fundraising collateral design, direct mail campaigns, web design
- Marketing & Ticketing Platforms: MailChimp, ToneDen, WordPress, Etix

Please include work samples or a list of completed projects.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- *Customer Service*—the individual manages difficult customer situations, responds promptly to customer needs, solicits customer feedback to improve service, responds to requests for service and assistance and meets commitments.
- *Problem Solving*—the individual identifies and resolves problems in a timely manner, gathers and analyzes information skillfully.
- *Planning/Organizing*—the individual prioritizes and plans work activities and uses time efficiently.
- *Quality Control*—the individual demonstrates accuracy and thoroughness, monitors own work to ensure quality and applies feedback to improve performance.

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- *Quantity*—meets productivity standards and completes work in a timely manner.
- *Adaptability*—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- *Dependability*—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- *Safety & Security*—the individual observes safety and security procedures and uses equipment and materials properly.
- *Accounting*—the individual ensures to keep accurate records of invoices.

Physical Demands / Work Environment / Hours:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential work functions.

- Job functions require hours of sitting, typing, and use of a computer.
- Workplace can have moderate to high stress levels.
- May be required to lift or move up to 25 lbs using proper lifting techniques.
- Non-typical office hours will be customary including evenings, weekends, and holidays.

Compensation: Hourly rate DOE

Equal Employment Opportunity:

The UC Theatre strongly supports equal employment opportunity for all applicants regardless of race, sex, religion, creed, national origin, age, disability, sexual orientation or any other legally protected classification.

To apply for this position, email resume and cover letter to information@theuc theatre.org. Include your name and reference the position in the subject line of the email. Resumes will be accepted until the position is filled. Interviews are by appointment only. No telephone calls, please.