

Seattle Rep is committed to producing the highest quality programming and we believe that our ability to contribute to excellence in the arts depends on building a community whose members come from diverse cultures, backgrounds, and life experiences.

We are part of a growing movement in theater to ensure inclusion of those who have been excluded historically; focusing particularly on racial and ethnic groups, LGBTQ+ people, people with disabilities and women, ensuring they are at the decision making table, reflected in our programming, and represented on our staff.

Position Title: Graphic Designer
Department: Marketing and Communications
Supervisor: Creative Director
Classification: Full-Time Hourly/Non-exempt
Pay Rate: \$19.25 - \$21.75/hour

Seattle Rep Mission

Seattle Rep collaborates with extraordinary artists to create productions and programs that reflect and elevate the diverse culture, perspectives, and life experiences of our region.

Seattle Rep Vision

Theater at the heart of public life

Seattle Rep Values

Artistic Vitality, Sustainability, Generous and Inclusive Practices

Position Purpose

The Marketing & Communications department is responsible for achieving all subscription and single ticket revenue goals for the organization, and for all outward-facing patron communications. This position will play an important role in our team's success.

The Graphic Designer will collaborate closely with the Creative Director and the graphics team at Seattle Rep on a wide range of print and digital projects. The scope of this work primarily includes conceptualizing and creating marketing collateral with Seattle Rep's mission and new brand in mind. The Graphic Designer will also assist in basic photo and video needs, and support department and company-wide efforts.

ESSENTIAL FUNCTIONS

Creation of Collateral Materials

- Design creative assets for a variety of advertising, merchandising, and print collateral
- Conceptualize and collaborate on pieces that reflect Seattle Rep's mission and new brand
- Multi-task and juggle a variety of projects with different objectives, timelines, and creative
- Ensure production stays on schedule
- Prepare files for print production and coordinate with print vendors
- Consult with Creative Director and Department leaders to identify graphic needs and specifications

Web Graphics Production

- Create email, web, and social media graphics following brand guidelines
- Update and resize existing artwork for use in advertising and other marketing materials
- Wear many hats and help where needed with general production tasks

Photography/Video

- Assist the Creative Director with photo/video needs
- Photograph events in the building and occasional rehearsals
- Basic photo and video editing

Ensure Adherence to Brand Guidelines

- Review communication pieces for brand consistency
- Answer graphics questions from and distribute graphics to other departments
- Train and advise staff on brand guidelines and style
- Ensure brand standards are met and maintained

Support department- and company-wide Graphic efforts

- Participate in brainstorming sessions
- Add constructively to the collaborative and collegial health of the organization
- Add actively and constructively to the EDI (equity, diversity & inclusion) work of the organization, including attend all-company trainings
- Engage with and strive to embody Seattle Rep's mission, vision, and values in all aspects of work

REQUIRED QUALIFICATIONS

- 2-4 years of graphic design experience preferred
- Demonstrated typographic, color, and layout abilities
- Familiarity with file preparation for print production and digital assets
- Experience with Adobe Suite, including Photoshop, InDesign, Illustrator, and Premiere Pro
- Working knowledge of photography and video with a DSLR
- Thorough knowledge of Mac and Windows-based computer software, including Microsoft Word, Excel, and Outlook
- Excellent oral and written communications skills
- Keen attention to detail
- Ability to work both independently and collaboratively
- Ability to organize work and set appropriate priorities
- Ability to meet deadlines under pressure

To apply, please send cover letter, resume, **online portfolio or PDF of your work**, and list of 3 professional references to:

Email: humanresources@seattlerep.org

Write in the email subject line: **"Graphic Designer"**

You may also mail application materials to:

Seattle Rep
Attention: Human Resources
155 Mercer Street
Post Office Box 900923
Seattle, WA 98109

Position Posted: August 30, 2019
Application Deadline: open until filled
Start Date: as soon after as practical