



POSITION: Graphic Designer
REPORTS TO: Director of Marketing
DEPARTMENT: Marketing
CLASSIFICATION: Exempt

THE OPPORTUNITY

Signature Theatre seeks a talented Graphic Designer to join its dynamic marketing team. The Graphic Designer is responsible for overseeing and creating all of Signature's art and visual displays. Signature's ideal candidate will have experience generating designs for both web and print, have an excellent knowledge of illustration, typography, and color, and be proficient in Adobe Creative Suite. This position is a key member of the Marketing team but designs work for the entire organization. The Graphic Designer reports to the Director of Marketing with a schedule overseen by the Deputy Director of Marketing/Publications Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work collaboratively to provide professional and creative solutions to meet individual graphic needs, including but not limited to:
 - Signature Theatre's annual season artwork and graphics.
 - Website and email imagery.
 - Programs, brochures, ads, flyers, posters and publications for marketing, education, and development departments.
 - Art for show merchandise (t-shirts, mugs etc)
 - Experiential displays for the lobby/plaza.
 - Occasional creation of art for the production department.
- Uphold Signature's branding standards.
- Complete accurate designs within deadlines.
- Design in a variety of media and file formats.
- Design online promotional graphics, including an excellent working knowledge of digital graphics - HTML5 design is a plus.
- Create additional logos for special events.
- Proofing and preparing designs for print.

ADDITIONAL DUTIES

- Attend staff meetings, including a weekly marketing department meeting to provide input into strategy, goals, and objectives.
- Attending meetings with other departments as needed.
- Work at Signature events and festivals in rotation with other staff.

QUALIFICATIONS

- Strong sense of illustration, typography, design, and color.
- College degree or commensurate education/ experience in Advertising/Graphic Design.
- Proficiency in Adobe Creative Suite, especially InDesign, Photoshop, and Illustrator.
- Excellent time management and detail-oriented skills.
- Ability to work collaboratively and positively with multiple stakeholders.
- Ability to handle last minute deadlines and changes in a fast-paced environment.
- Knowledge of photography, animation and videography not required, but a plus.

COMPENSATION

The Graphic Design position offers a salary in the mid-\$50s and an excellent package of benefits, including medical, dental, disability and life insurance; paid vacation, sick and parental leave; as well as complimentary and discount tickets. This is a full-time, salaried exempt position - 40 hours per week, including weekends and some evenings.

TO APPLY

For consideration, please forward a resume, cover letter, and design samples/online portfolio to jobs@sigtheatre.org.

Signature Theatre is an Equal Opportunity Employer who celebrates diversity and does not discriminate based on race, religion, color, national origin, sex, sexual orientation, age, veteran status, disability status, or any other applicable characteristics protected by law. Signature Theatre is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities.