

PLAYWRIGHTS' CENTER

2301 East Franklin Avenue
Minneapolis, MN 55406

Marketing Communications Graphic and Media Designer

Reports to: Director of Marketing and Communications

Position summary:

The Playwrights' Center seeks a graphic designer with an eye towards visual storytelling for the role of Marketing Communications Graphic and Media Designer. The position will support the Playwrights' Center in its efforts to champion playwrights and engage audiences through digital and print mediums.

Duties and responsibilities will include:

- Design and produce:
 - Print materials including season brochure, play programs, one-sheets, etc.
 - Digital materials including newsletters, email graphics, website heroes, etc.
 - Donor campaign materials
 - Event invitations
 - Social media content and graphics
 - Video, audio, and other multimedia content
- Update and edit the Center's website as needed
- Coordinate production of outsourced materials with freelance designers, developers, photographers, and writers
- Design and maintain the organization's media kit and press kit
- Manage adherence to and growth of the Center's style guide, brand voice and identity
- Photography and video assistance as needed
- Event assistance as needed
- Manage tools and templates for staff and board

Desired qualifications and experience:

- Associate's degree or Bachelor's degree in graphic design, marketing, communications, a related field or comparable practical experience
- 1 year of experience in communications/marketing department or agency (internships may be considered)
- Proficiency with Adobe Creative Cloud (InDesign, Photoshop, Illustrator, Premiere Pro, After Effects, Audition)
- Strong interpersonal skills
- Excellent communications skills, both oral and written
- Experience designing printed and electronic materials
- Experience editing sound and video
- Knowledge of best practices for social media content production and management
- Understanding of basic web design and good UX.
- Familiarity with CMS software; Drupal experience a plus
- Interest in theater or performing arts a plus

The Digital and Print Media Coordinator is a part-time, 20-hours per week position based in Minneapolis. Office hours are required but some remote work is possible. The position is paid at a rate of \$20/hour. Benefits include: Health insurance; paid time-off for holidays and sick days.

The Playwrights' Center is an equal opportunity employer committed to the perspective of all voices in every aspect of our organization and its practice. We strive to create a dynamic work environment that values diversity and inclusion, respect and integrity, service, and innovation. We encourage all interested parties to apply.

Interested candidates should send a cover letter, resumé, and design portfolio/samples to: hr@pwcenter.org