

TheatreWorks

S I L I C O N V A L L E Y

Graphic Designer

The Opportunity

An integral position of TheatreWorks' Marketing & Communications Department, the Graphic Designer is responsible for the creation and supervision of the company's marketing, fundraising, educational, and institutional collateral. Reporting to the Director of Marketing, this position also serves as the company's visual brand steward, establishing and maintaining consistent application of messaging and visual identity. The Graphic Designer works across departments, ensuring materials are delivered on time and in support of the company's mission and values.

Responsibilities

- Uphold TheatreWorks' brand standards
- Work with Marketing team to develop strategy and campaigns for every TheatreWorks production; provide input into marketing and communications strategy, goals, and objectives
- Design all printed and digital collateral including, but not limited to, subscription brochures, fundraising appeals, show programs, single ticket postcards, digital display advertising, social media and website images, lobby displays, outdoor signage, annual reports, special invitations, and stationery
- Manage relationships with print houses, mail houses, external designers, and other relevant vendors, soliciting job bids, allocating work, packaging/delivering files for print, and managing production timelines
- Assist in project managing all publications, working with departments for copy, content, and approvals
- Occasional evenings and weekends may be required
- Other duties as assigned

Experience and Qualifications

- Degree in Graphic Design or equivalent
- 3+ years-experience in graphic design (performing arts a plus)
- Proficiency in Adobe Creative Suite (InDesign, Photoshop, Illustrator, etc.), knowledge of Quark Express a plus
- Working knowledge of Microsoft Word and Excel
- Prior experience managing full cycle of design through delivery
- Experience with print production and pre-press
- Knowledge of USPS mailing standards

TheatreWorks

S I L I C O N V A L L E Y

- Ability to excel in a high-volume, fast-paced, and collegial environment
- Must be organized, self-motivated and able to multitask while meeting deadlines
- Strong interpersonal skills
- Attention to detail

Compensation

This position is full-time, exempt and includes health, vision, and dental benefits. Competitive salary commensurate with experience.

To Apply

Please submit cover letter, resumé, and portfolio to:

Graphic Designer Search
c/o Peter Chenot, Director of Marketing
P.O. Box 50458, Palo Alto, CA 94303
pchenot@theatreworks.org

TheatreWorks Silicon Valley strives to be an inclusive work environment and embraces a diversity of people, ideas, talents, and experiences. We highly encourage people of color, individuals with disabilities, and other historically underrepresented groups to apply.