# Graphic Designer job description

## Job brief

## Directly responsible for the overall design and illustrative/graphic /visuals for use in exhibition display or department/ school publications, scholarly work and professional journal. Serves as principle coordinator for graphic publication production while managing to a prescribed budget. Works collaboratively with the department head and/or contributing authors to realize a final product.

## Responsibilities

## Creation of effective and efficient show-marketing graphic designs and participate in communications with client and liaisons, as appropriate.

## Participates to insure institutional and non-profit mission marketing objectives are met and integrated via shows, partners, residents, and activities.

## Provides support for concert/show, theatre services, sales, development, educational, and/or institutional activities and projects as needed at the direction of the Marketing Manager and the Press and Promotions Manager.

## Works on special projects, initiatives, promotions and other programs as needed at the direction of the Marketing Manager and Press and Promotions Manager.

## Assists in the collaboration and work provided by outside vendors, media outlets and marketing alliances.

## Assists Marketing department as a whole with other duties as assigned by the Marketing Manager and Press and Promotions Manager.

## Requirements

* Bachelor’s degree in Graphic Design or related field required.
* 3-5 years design experience required.
* Experience with Adobe Creative Suite required.
* Strong attention to detail.
* Strong multi-tasking, time management and organization skills.
* Excellent interpersonal/human relations skills.
* Strong judgment and decision making abilities.