

HERE Marketing Associate & Graphic Designer – Part-time Position

January 2018

Works closely with and reports to Marketing Director, and liaises with Marketing Associate. Also liaises with Development Director, Producing Director, General Manager, and Resident Artists.

Duties include:

Works alongside the Marketing Director as the primary in-house designer complying with HERE's institutional and production-specific branding. Designs and creates print materials: brochures, postcards, program shells, surveys, signage, lobby displays, event invitations, etc. Contributes to branding of Resident Artist productions and all show-related print materials. Designs & formats web graphics for eblasts, online advertising, Social Media, and online profiles. Works with Development Director to design appeal letters, invites and other print materials.

Is responsible, with the other HERE Marketing Associate, for formatting and uploading content to HERE's website, Social Media accounts and other online platforms with accuracy, consistency and an eye to the design and overall marketing goals.

Works with the Marketing Director to design, send and track HEREsay, the weekly e-newsletter.

Works with the Marketing Director to execute cross-promotions: strategizes partners, conducts outreach, and compiles content. Analyzes ticket buying, survey results & web trends with the help of the other HERE Marketing Associate.

Works alongside the Marketing Director in seeking out emerging technologies and online platforms to augment HERE's online presence and integrate the many facets of HERE's marketing strategy, including interactive audience development.

Assists in any other marketing duties as set by the Marketing Director.

This is a year-round, \$23/hour, 25-hour/week salaried position. Employees receive complimentary admission to all of HERE's productions and special events. Schedule is flexible, but must employee must work in the office during regular business hours. Position start date is immediate.

Skills Required:

Graphic design: knowledge of design principles and techniques alongside a flexible, creative design aesthetic and portfolio of previous work for print and web; Proficiency in Photoshop, Illustrator, and InDesign; Web: Proficiency with HTML; Flash, Javascript, or CSS a plus. Experience with Facebook, Twitter, Instagram. Other Experience: Must be adept at Mac OSX. Also have working knowledge of Microsoft Word and Excel. Interest and experience shooting and editing video a plus. 1-3 years of experience in a similar capacity required. Interest in learning new software and systems, plus the intelligence and confidence to dive into new systems, figure them out, and apply them.

To apply, please send résumé, cover letter and 3-5 samples of your design work or a link to your portfolio to jobs@here.org with subject "Marketing Assoc./Graphic Designer".