



Graphic Designer Job Description

The Center for Puppetry Arts Graphic Designer is responsible for stewarding the Center for Puppetry Arts look and brand on all materials. This position reports to the Marketing Director, but also works directly with other individuals within the organization.

Graphic Design and Collateral

- Develop concepts for and design all Center collateral materials, including direct mail, ads, postcards, newsletters, flyers, invitations, vouchers and coupons as needed
- Meet all deadlines set by the marketing director
- Manage Web site updates while maintaining look and feel
- Coordinate e-Newsletter, including design and distribution
- Stay within budget for all pieces
- Manage printers to ensure brand and budget is maintained
- Manage and maintain graphic files, including Center logos, photos and art, as well as sponsor logos and photos from guest artists
- Assist Marketing team with brainstorming, marketing and advertising strategies
- Work with Center staff to generate information and approvals for materials

Miscellaneous

- Update information on marquee
- Maintain collateral archives
- Assist with special events set up and breakdown as needed
- Other duties as assigned

Qualifications (Required)

- Minimum three years experience in graphic design
- Experience with web site design and updates
- Experience quoting and managing print jobs, as well as working with printers
- Macintosh knowledge, good working knowledge of Quark Express, Photoshop, Illustrator, Dreamweaver, and experience with Microsoft Office
- Organized and detail-oriented
- Ability to handle multiple projects at once
- Ability to meet tight deadlines
- Associate's or bachelor's degree in graphic design, communications or related field or equivalent experience

Qualifications (Desired)

- General marketing experience
- Writing and editing skills

Other information

- Position is full-time
- Office hours are Monday-Friday, 9am-5pm, with occasional weekend and evening work
- Salary is mid to high \$20s (no negotiation)
- Benefits include free tickets to performances at the Center, retirement plan and health insurance

Application Instructions

To be considered, your application **must** include the following:

1. letter of interest
2. resume
3. salary history and requirements
4. minimum of three design samples of produced work (pieces done for school projects should not be included in the application); although a CD of pieces will be accepted, please also include printed samples

Mail to:

Debbie S. George
Marketing Director
Center for Puppetry Arts
1404 Spring Street, NW
Atlanta, GA 30309-2820

No phone calls please. Do NOT email application materials.

Note: Applications that do not follow instructions will NOT be considered.