

# OREGON **BALLET** THEATRE

## KEVIN IRVING / ARTISTIC DIRECTOR

**Title:** Graphic Designer  
**Department:** Administration-Marketing  
**Position Status:** Regular Full-time, Hourly, Non-Exempt  
**Effective Date:** Upon Hire

**General Description:** The Graphic Designer is responsible for implementing print and digital collateral in support of Oregon Ballet Theatre's season performances, school registration, fundraising programs, and education outreach initiatives. The position reports to the Director of Marketing and Communications.

The successful candidate will have experience in multiple forms of print and digital design and demonstrate a diverse portfolio of work. OBT is a mission-driven and highly collaborative organization, so the ability to articulate design direction and work through projects with a give-and-take approach is essential. Experience following branding and visual identity systems is required. Typical projects include: design and production of season brochures with related digital and print advertising campaigns for individual shows; annual gala and fundraising collateral; school brochures; website design and maintenance, email campaigns; simple video editing for social media; and maintenance of brand and style guidelines. Our work supports OBT's ability to share the expressive power of ballet, inspiring an enduring appreciation of dance, and connecting in meaningful ways to our community through excellence in performance, training and educational programs.

### **Essential Duties and Responsibilities:**

- Highly proficient in graphic design software, including InDesign, Photoshop, and Illustrator
- Proficient in both MAC and PC environments
- Strong portfolio, demonstrating excellent print and digital design skills and creativity, as well as a diversity of work
- Strong attention to detail
- Proficiency in print-production processes
- Ability to work productively with department managers, photographers, art directors, and vendors
- Adept in organizing time, setting priorities and meeting deadlines
- Competence to put forth creative options and solutions to management and team members
- Strong capability of working both independently and as a member of a collaborative team

- Experience in developing and managing visual identity systems playbills, cast lists, and advertising
- Serve as the institutional coordinator for all front-of-house activities in marketing, development, and retail sales at performances, and promotional and special events
- Manage, update and coordinate OBT website and social media feeds as needed
- Other duties as assigned

### **Qualifications for Success:**

- Aptitude to thrive in a fast-paced, ever-changing environment
- Comfortable taking direction as well as offering creative solutions
- Organize, analyze and clearly communicate strategies with internal and external stakeholders;
- Skills necessary to manage multiple projects

### **Education & Work Experience:**

- Bachelor's degree visual communications, graphic design, or related field preferred, and/or an equivalent combination of education and experience
- Two or more years' experience in design
- Experience working with multiple clients and/or in a team-based environment is preferred
- Experience in dance or the arts preferred, but not required
- Proficiency in Microsoft Office Suite of products, including Word, Excel, and PowerPoint

### **Application Guidelines:**

- With your application, submit at least three examples of work that demonstrates your level of skill and diversity in design.
- Applications must include a Cover Letter and Resume/CV

*Oregon Ballet Theatre is an equal employment opportunity employer. Our policy is to make all employment-related decisions without regard to an employee's race, color, creed, religion, age, national origin, marital status, mental or physical disability, sexual orientation, or any other basis prohibited by local, state or federal law. This policy applies to all personnel activities including employment, promotion, compensation and termination.*

*Oregon Ballet Theatre does not tolerate sexual harassment of any employee by another employee, supervisor, vendor, or customer for any reason.*