

### **GRAPHIC COMMUNICATIONS COORDINATOR**

The Washington Center for the Performing Arts is seeking a creative and energetic applicant with a strong technical background, knowledge of graphics related programs, web technology, and excellent graphic design and project management skills.

### **ABOUT THE WASHINGTON CENTER FOR THE PERFORMING ARTS**

The Washington Center for the Performing Arts, a non-profit organization, is committed to providing a wide variety of entertainment and cultural activities to our community, located in the heart of downtown Olympia. The Center has become a community gathering place, providing a focus for the performing arts unique to the region. We present our own season of nationally and internationally touring artists from a broad spectrum of genres and styles. We are also the home of over 20 local performance groups, who we call our Artistic Partners.

### **SUMMARY**

The Graphic Communications Coordinator works with the Marketing Director, Marketing Coordinator, Development team, Box Office, Gallery Manager and our Artistic Partners and renters, to complete a variety of collateral materials and design projects for print, broadcast, and digital media platforms. The Graphic Communications Coordinator will enjoy a dynamic, supportive and creative working environment that is fast paced and exciting. This position is responsible for assisting in the creative look and feel of each new season and will assist with creative campaigns to support Washington Center messaging.

### **DUTIES AND RESPONSIBILITIES:**

- Maintain [www.washingtoncenter.org](http://www.washingtoncenter.org) website and connection to our Audience View ticketing platform
- In collaboration with the Marketing & Sales Director - track, monitor, and evaluate media impressions and public relation strategies
- Collaborate with Marketing team and other departments to develop and implement strategies to enhance the organization image and initiatives
- Support our Artistic Partners and rental groups with marketing/graphic needs
- Prepare materials for printing including prepress work, electronic art, file preparation, and press checks
- Design all promotions and printed materials such as annual brochure, playbill, advertisements, vouchers, coupons, social media images, posters, fliers, postcards, invites, donor solicitations
- Assist in the maintenance of our social media outreach strategies,
- Collect and edit video clips
- Weekly e-newsletters and promotional e-blasts
- Other duties as assigned and necessary in order to fulfill the mission of the Washington Center

## QUALIFICATIONS

- Bachelor's degree preferred in graphic design, visual communications, or closely related field. Intermediate to Advanced knowledge of Adobe Creative Suite (InDesign, Illustrator, Photoshop), Microsoft Office programs, HTML, WordPress
- Experience with submitting large files to outside service providers for mass printing
- Experience working collaboratively with and maintaining a harmonious working relationship with members of a marketing team, other employees, and outside vendors
- Strong project management and organizational skills, with the ability to meet multiple deadlines and work within tight time and financial constraints
- Experience designing and executing production of large format files (banners, signage, and posters)
- Experience designing and executing production of multi-page collateral
- Proficiency with prepress procedures and press checks to ensure high-quality finished products
- Experience setting project specifications (paper, colors, fonts, etc.) and clearly communicating specs to service providers
- Co-manage social media pages including Facebook, Twitter, Instagram, YouTube, and others
- Solid verbal and written communication skills

## Position Type and Expected Hours of Work

This is a full-time position beginning immediately. Office hours are Monday through Friday, 9:00 a.m. to 5 p.m. Due to the nature of design deadlines; weekend and evening hours may be occasionally required throughout the year. We encourage staff to plan their weekly hours appropriately.

**Compensation and Benefits** Compensation negotiable depending on experience. The Washington Center offers competitive health benefits and values a supportive work environment. This position is eligible for up to 3% IRA match after one year of employment.

**Required Materials** Interested candidates should submit cover letter, résumé, two sample *successful sales campaigns* from your portfolio, and three professional references to [employment@washingtoncenter.org](mailto:employment@washingtoncenter.org). References will not be contacted without prior approval of the candidate.