

TULSA PERFORMING ARTS CENTER



Graphic Design Coordinator

Tulsa Performing Arts Center (TPAC) is looking for a qualified Graphic Design Coordinator to join our marketing team. As a Graphic Design Coordinator, you will be responsible for leading our graphic collateral efforts.

Responsibilities:

- Design all show and event collateral
- Design monthly covers for Intermission magazine
- Design and coordinate the creation of all digital graphic content such as website, eblasts, infographics, videos etc.
- Design Intermission inserts for all events
- Work to improve our brand presence, including all outreach programs
- Work with PR Director and Social Media Specialist to craft meaningful, effective campaigns and initiatives
- Suggest strategies and methods for improvement
- Design additional collateral including but not limited to reports, ads, PowerPoint presentations, etc.
- Create these materials by hand or by using technology, including computer software programs
- Produce drafts for review by clients and make revisions based on the feedback received.
- Review final productions for errors and ensure that final prints reflect client specifications.

Qualifications:

- 2 years of experience as graphic designer or similar role
- Proficient knowledge of the Adobe Creative Suite, Photoshop, Final Cut Pro, Audacity or other media editing software
- 2 years of experience with visual communication methods
- Knowledge of web design

- Sense of ownership and pride in your performance and its impact on company's success
- Critical thinker and problem-solving skills
- Team player
- Good time-management skills
- Great interpersonal and communication skills
- Degree in graphic design or relevant field
- Additional qualification in web design, video editing or animation is a plus
- Must provide proof of COVID-19 vaccination

TPAC is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.

This is an Exempt position, according to the Fair Labor Standards Act. Position is available immediately.