

## **Graphic Designer/Creative Manager: ArtsWestchester**

ArtsWestchester is seeking a highly talented full-time in-house Graphic Designer & Creative Manager with the ability to lead and to conceptualize and implement original design solutions. The ideal candidate will be responsible for bringing ArtsWestchester's brand to life in print and on the web with imagination and fresh ideas. The Graphic Designer & Creative Manager will join a Communications and Marketing team and will need to have the ability to multi-task meeting production deadlines and marketing goals. This position will be responsible to manage the creative project job flow and production schedule, reporting to the Director of Marketing.

ArtsWestchester's Communications department works to promote a wide range of arts programs including exhibitions, fundraisers, arts advocacy initiatives, and also publishes a monthly arts newspaper. If you want to work in a dynamic, creative environment alongside a talented crew and have a passion for the arts, send us your resume and portfolio and let us know why you would like to work at ArtsWestchester.

### **Major Responsibilities:**

- Work within the ArtsWestchester brand to create promotional materials for all departments.
- Responsible to take the lead on project meetings with ArtsWestchester Department heads in order to brainstorm, plan and schedule work requests for needed marketing materials.
- Collaborate with web manager on web design and ongoing web development.
- Responsible to act as liaison with printers and publishers to ensure quality artwork.
- Manage and work with a staff Graphic Designer to make sure design work is completed on schedule.
- Manage production and lay out of *ArtsNews*, our monthly publication (10 times per year).
- Create and edit videos for our social media accounts and website.
- Occasional need to work at evening and weekend events.

### **Qualifications:**

- Bachelor's degree in graphic design or fine art with 5-7 years design experience
- Strong graphic design portfolio including logo design and longer publications with flowing text
- Must be highly organized and with strong time management skills and have the ability to juggle multiple projects simultaneously
- Comfortable working with non-designers to conceptualize and communicate creative solutions
- Visual problem solver with excellent layout skills
- Knowledge of pre-press and printing processes (experience as a printer liaison a plus)
- Ability to conceptualize and create graphics that engage, attract and excite
- Experience creating large-format graphics such as signage a plus

### **Software:**

- Expert in Adobe Creative Cloud: InDesign, Photoshop and Illustrator;
- Knowledge of WordPress platform;
- Knowledge of photography, filming and video editing;

- Experience with Mailchimp;
- Experience with Adobe Premiere and After Effects.

### **About ArtsWestchester**

For over 50 years ArtsWestchester has been the community's connection to the arts. Founded in 1965 it is the largest private not-for-profit arts council in New York State. Its mission is to provide leadership vision and support to ensure the availability accessibility and diversity of the arts. ArtsWestchester provides programs and services that enrich the lives of everyone in Westchester County. ArtsWestchester helps fund concerts exhibitions and plays through grants; brings artists into schools and community centers; advocates for the arts; and builds audiences through diverse marketing initiatives. In 1998 ArtsWestchester purchased the nine-story neo-classical bank building at 31 Mamaroneck Avenue which has since been transformed into a multi-use resource for artists, cultural organizations and the community. A two-story gallery is located on the first floor of ArtsWestchester's historic building on Mamaroneck Avenue.

### **How to Apply:**

Send resume, cover letter, with link to online portfolio and salary requirement to Debbie Scates Lasicki, Director of Marketing [dscates@ArtsWestchester.org](mailto:dscates@ArtsWestchester.org) with "GRAPHIC DESIGNER/CREATIVE MANAGER" in the subject line. No phone calls please. ArtsWestchester offers a competitive benefits package.