

Graphic Designer

Seasonal Full-Time

Jacob's Pillow seeks a seasonal Graphic Designer to join the Marketing department and report directly to the Director of Marketing and Communications. This position is entrusted with maintaining and moving forward the Pillow's strong brand and visual identity. Responsibilities include creation in the direction and design of all print & digital design collateral, and managing the creative production of large design projects.

RESPONSIBILITIES

Design

- Oversee direction and design of all creative print collateral for
 - The Festival, in collaboration with the Festival Artists, Curatorial Team, and
 - The School at Jacob's Pillow, including visual branding and identity
 - Development, including appeals materials, invitations, and Member materials
 - Community Engagement, in collaboration with the Director, including collateral for all community programs and events
- Oversee direction and design of all print and digital advertising, including signage and Google ad suites
- Oversee the design direction of website updates and pages, especially graphic and aesthetic elements, ensuring consistency with the Pillow brand
- Assist the Social Media, Email, and Website teams as needed with graphics needs
- Develop basic templates for staff use when needed
- Manage all on-site signage including weekly changing bulletin boards, digital bright signs, and additional signage as needed.

Creative Project Management

- Oversee in-house creative timelines; assisting Marketing Team with identifying pre-creative deadlines
- Manage creative calendar to streamline production and identify times with capacity or potential conflicts
- Manage printer relations, obtain quotes as needed, and identify potential cost savings
- Handle materials production through printing and distribution; administrate delivery of materials to appropriate department, vendors, mail-house, etc.
- Work with Festival photographer & Festival videographer on creative projects as needed

REQUIRED QUALIFICATIONS

- Bachelor's degree in Graphic Design, Multimedia, Marketing, or related field
- 3 years+ professional design experience

- Advanced knowledge and use of Adobe Creative Suite (InDesign, Photoshop, Illustrator, Premiere), font management, and photo archiving systems
- Excellent communication and interpersonal skills

PREFERRED QUALIFICATIONS

- Management experience
- Working knowledge of HTML
- Experience with social media platforms, social media advertising, Wordpress

SKILLS & QUALITIES

- Deep knowledge of branding and marketing techniques
- Strong analytical, problem solving, time management, and organizational skills
- Knowledge of or interest in dance or the performing arts, a plus

TO APPLY

Open to receiving proposals from independent consultants & design firms. Please email cover letter, resume, digital portfolio, and references to hr@jacobspillow.org with “Graphic Designer” in the subject line.

All inquiries and materials will be confidential. Please do not mail hard copies.

COVID-19 Information

Jacob's Pillow is observing COVID-19 protocols to ensure the safety of all employees who plan to work during Festival 2021. Protocols will address those who will reside on campus in all aspects of Pillow lifestyle including food, accommodations, travel logistics, health care, and workplace standards. Accepting employment at Jacob's Pillow this summer will require a commitment to maintaining social distancing, masking, and testing practices on an ongoing basis for the duration of the term and will ask employees to uphold the values of a community agreement that recognizes safety as top priority in both the decisions made in the workplace and each person's daily life. This protocol will evolve due to changing conditions, and is subject to change in accordance with local laws and regulations and medical direction

If you are considered for employment, we will ask that you reserve at least 7 days prior to your employment start date to begin quarantining. If you must travel to the Pillow by air, train, bus we will discuss a specific plan with you.

ABOUT JACOB'S PILLOW

Jacob's Pillow, a National Historic Landmark and recipient of the National Medal of Arts, is a year-round center for dance and home to America's longest-running international dance festival located in the beautiful Berkshires of Western Massachusetts. The Pillow encompasses the world-renowned international Jacob's Pillow Dance Festival, presenting more than 50 dance companies and over 350 events each summer; The School at Jacob's Pillow, one of the most prestigious professional dance training centers in the U.S.; the Pillow Lab, a residency program that supports new choreography; growing Community Engagement programs that serve local school

children, artists, and community members alike; rare and extensive dance Archives, open to the public and available online at danceinteractive.jacobspillow.org, which chronicle more than a century of dance through photographs, videos of performances and talks with artists, costumes, and scholarly essays; and Apprenticeships, a Fellows Program, and an Internship Program that provide professional advancement and training opportunities.

Jacob's Pillow is committed to providing an inclusive, diverse, accessible, and equitable environment that cultivates the celebration of the art of dance and its positive impact on communities. Jacob's Pillow's mission is to support dance creation, presentation, education, and preservation; and to engage and deepen public appreciation and support for dance. Organization-wide values include inclusion, leadership, integrity, flexibility, partnership, and sustainability.

Jacob's Pillow is a registered 501(c)(3) not for profit organization and an equal opportunity employer. Jacob's Pillow provides equal opportunity for all employees and applicants for employment without regard to race, color, creed, religion, gender, sexual orientation, national origin, age, marital status, mental or physical disability, pregnancy, military or veteran status, or any other basis prohibited by state or federal law. This policy also prohibits employees from harassing any other employee for any reason including, but not limited to, race, religion, sex, national origin, age, or disabled status.