



**Job Description**  
**Graphic Designer**  
**12/13/2022**

**Job Title:** Graphic Designer

**Reports to:** Lead Graphic Designer

**Department:** Marketing & Communications

**Job Type:** Part-Time (20 hours per week); temporary with option to extend

**Salary Range/ Pay Rate:** \$22/hour

**ABOUT THE Z:**

The Zeiterion Performing Arts Center (The “Z”) is a non-profit organization whose mission is to entertain, educate, and inspire our community by presenting a diverse array of high-quality performing artists and providing engaging learning opportunities that contribute to the cultural, social and economic vitality of the South Coast.

**POSITION OVERVIEW**

The Graphic Designer provides strong support to the Lead Graphic Designer and the Marketing and Communications Department. The role includes delivering all design requirements and tasks like pitching ideas, creating drafts, and collaborating with a team. The Graphic Designer serves as an important member of a productive marketing team that promotes the mission and programs of this non-profit organization. The schedule is flexible within the Monday through Friday, 9:00am-5:00pm work week. The position is on-site.

**RESPONSIBILITIES:**

- Collaborate with Lead Designer and marketing team to create effective designs that reflect the Z’s brand for social media, email, print, and web marketing materials
- Combine design elements provided by performing artists for show-related graphics
- Work with Lead Designer on maintaining and updating The Z’s web experience (I.e., Webflow)
- Pitch ideas for design projects

**QUALIFICATION REQUIREMENTS:**

- In-depth experience with Adobe Creative Suite is required
- Comfortable switching between both print and digital workflows
- Knowledge of photo retouching, vector graphics, and layout design
- Experience working with digital printers
- Experience using a web building platform (e.g., Wordpress, Squarespace, Webflow, etc.)
- Some familiarity of web coding languages (HTML, CC, and/or jQuery)
- Creative thinking with attention to detail
- Excellent organization and communication skills
- Ability to receive feedback and take direction
- Energetic self-starter, able to work independently and as part of a team
- Excellent communication, time management, and multitasking skills
- Video editing and motion graphics experience skills are a plus
- A minimum of three years of relevant experience

**EQUAL OPPORTUNITY:**

The Z is an equal opportunity employer. We celebrate equity and are committed to creating an inclusive, thriving environment for all employees including, but not limited to, a culture of antiracism in which we build policies, procedures, and a safe space for people from all backgrounds to feel safe and seen in our employ, in our seats and on our stage.

**COVID-19 PROTOCOL:**

A full dose COVID-19 vaccine regimen, including booster, is a condition of employment and volunteering for all Z staff, event personnel and volunteers. In a case where individuals fall under a legally covered exemption, that individual should present a qualifying reason for the exemption, in which case The Z will make reasonable accommodations and offer other protocols including regular testing plus mask wearing.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment ranges from low to high
- The Z is a collaborative work environment, and employees are expected to be open and willing to collaborate across departments and teams
- The Z is on an active, and ongoing journey to be an anti-racist organization - advancing anti-racist policies and practices, and fostering and sustaining a culture that values community, social justice, and equity

**HOW TO APPLY**

Send resume along with a portfolio of past design and creative projects to [careers@zeiterion.org](mailto:careers@zeiterion.org)