

GRAPHIC DESIGN MANAGER

Job Description

BASIC FUNCTION

The **Graphic Design Manager** is responsible for the design and execution of a range of projects including (but not limited to): Cinema print and web ads (weekly), onscreen slides, posters, flyers, web and digital graphics elements, and venue signage; Festival Catalog and Guide covers, flyers, print and web ads (weekly), onscreen slides, flyers, printed collateral materials, web and digital graphic elements, invitations for special events, brochures, venue signage, and image resizing for print and web.

REPORTING RELATIONSHIP

- Director of Marketing and Communications
- Works collaboratively with Publications Designer (Festival)

PRIMARY SUPERVISORY RESPONSIBILITIES

- Intern Staff

QUALIFICATIONS

- The ability to create compelling sales materials, enact design concepts quickly, take initiative, show good judgment, and manage projects from beginning to end
- A bachelor's degree in the liberal arts, design, or the equivalent work experience
- Work effectively both independently and as part of a team
- Excellent design skills in Final Cut Pro, InDesign, PhotoShop, Illustrator and other Macintosh oriented design programs
- Ability to accept and translate feedback from others in design work, meet deadlines and to anticipate next steps or needs
- Excellent interpersonal, teamwork and diplomacy skills
- A good sense of humor and great taste

PRIMARY DUTIES & RESPONSIBILITIES

- Oversee and/or execute all internal design products
- Work with the MarCom staff to meet deadlines, determine workload, and maintain quality and consistency
- Manage workflow for the selection and formatting of images for print, web, and mobile
- Work with other departments to service their design needs
- Assist MarCom staff in developing and achieving all sales goals as assigned
- Create all pre-show materials including slide show, sponsor slides, etc.
- Format film trailers for web and theatrical preview
- Create slides for onscreen preshow package
- Create design elements for all publications and printed materials
- Weekly and long-lead advertising (print/digital)
- Develop Brand Book and Style Guide