

Graphic & Interactive Designer

Philadelphia Contemporary seeks a dynamic, focused, race equity-oriented individual to join our team as the **Graphic & Interactive Designer**.

Founded in 2016, Philadelphia Contemporary (PC) is a globally oriented and locally focused interdisciplinary contemporary arts organization that engages audiences that reflect the diversity of the City of Philadelphia through original programming, and dynamic partnerships. PC currently produces several interdisciplinary arts programs throughout Philadelphia each year and is in discussions to establish a base in the city along the Delaware River Waterfront.

Job Summary

Philadelphia Contemporary (PC) is seeking a Graphic & Interactive Designer to join our accomplished and creative team. The Graphic & Interactive Designer plays a vital role in creating collateral materials for our artistic programs, and developing materials to support our marketing and communications strategies and fundraising campaigns. They will report to and work closely with the Director of Storytelling & Digital Strategy to create content that helps build and maintain a strong, creative, and consistent brand across all channels following our brand guidelines.

Responsibilities:

- Use our brand guidelines and ensure creative work is on brief, and on brand.
- Develop graphic design collateral for all PC departments including curatorial, advancement, and communications.
- Design digital and print collateral materials, including but not limited to postcards, brochures, program books, flyers, inserts, posters and signage.
- Schedule and coordinate printing of designed materials.
- Working closely with the Director of Storytelling & Digital Strategy and the Digital Communications Coordinator, design promotional marketing assets for all online platforms, including but not limited to email, organic social, paid social, website, and animated graphics with designs aligned with the brand's guidelines and aesthetic.
- Implement feedback and edit work to a high standard.
- Layout and design for newsletters, email blasts, and digital invitations
- Maintain and update the PC website.
- Edit pre-recorded videos for upload to PC's website and video platforms such as Vimeo and YouTube.
- Organize creative content such as photo and video documentation.

- Support setup of PC Google email addresses and manage the technical needs of the accounts.
- Monitor and renew domain names.
- Keep current with developments in the design field.

Key Qualifications:

- Bachelor's degree in graphic design, web design, marketing, fine arts, or a related field with at least 3 to 5 years of design experience.
- Expertise in the Adobe Creative Suite (InDesign, Illustrator, Photoshop, Premier Pro, After Effects), Mailchimp, Figma and Google Suite. Experience in HTML and CSS, a plus.
- Portfolio of work including the full palette of design expression: print, digital, experiential. Motion graphics a plus!
- Ability to collaborate well remotely and communicate effectively with team members of varying departments.
- Ability to develop and execute projects from concept through production.
- Experience implementing online branding and marketing strategies.
- Experience with social media communications.
- Excellent time management skills, with ability to prioritize multiple projects.
- Excellent organizational skills and the ability to work independently and efficiently.
- Excellent attention to detail.
- Experience with project management tools such as Asana.

Job specifications

- Full-time position, 40-hours per week
- Flexible working hours
- Based in Philadelphia, PA, working remotely
- Immediate start date

Salary and benefits

Our investment in staff includes a competitive salary of \$55,000 to 60,000, medical, dental, and vision insurance, 403(b) retirement plan, paid holiday time-off and a generous unlimited vacation and sick policy.

To Apply:

Please send your portfolio link and resume to jobs@philadelphiacontemporary.org

with the subject line "Your Name: Graphic & Interactive Designer." Only applicants being considered will be contacted. Position open until filled. Thank you for your interest in Philadelphia Contemporary.

For more information about Philadelphia Contemporary, please visit <https://www.philadelphiacontemporary.org>

Philadelphia Contemporary is an equal opportunity employer and considers all candidates for employment regardless of race, color, sex, sexual orientation, gender identity, age, national origin, religion, veteran, disability, or marital status, or political affiliation.

We embrace the full spectrum of humanity and the intersectional nature of our existence and imaginative energies. We embody diversity in our staff, board, the artists, and partners we work with, and the audiences we attract.