



Taproot Theatre tells stories of hope, serving the Pacific Northwest through live theatre and educational programs.

Creative Design Manager Job Description

Department: Marketing	Pay Range: \$22-\$27/hrly DOE
Supervisor: Director of Marketing	Status: Full time, hourly non-exempt, benefits eligible
Location: Seattle, WA	Position Open Until Filled

Position Overview: The Creative Design Manager reports to the Director of Marketing and works directly with the Marketing and Development teams. This person creates and manages all visual collateral including print and digital graphics and website maintenance for Taproot's fundraising, education and performance programs as well as promoting broad awareness of Taproot Theatre Company.

Primary Areas of Responsibility

Graphic Design:

- Design collateral for all programming at the theatre including: Season collateral, mainstage and studio productions, Education and Outreach programs, and Fundraising/Development campaigns and events.
 - Collateral includes posters, postcards, brochures, invitations, signage.
 - Work one-on-one with project leads to develop cohesive designs based on their creative briefs.
- Design digital and print advertising for Mainstage and Studio productions.
- Design and layout all print and digital show programs (via [encore media](#))
- Wordpress website editing, including some basic html coding.
- Provide design elements for social media content creation.
- Create email design templates.
- Photo editing including cropping, color correction, and alteration.
- Create simple videos using slide show elements and video editing software.

Design/Project Management:

- Manage and organize all design collateral and files.
- Manage and organize all digital photograph files.
- Work closely with printers and other vendors to manage printing jobs, costs, and due dates.
- Maintain all Taproot Theatre branded assets including logos, stationery, and business cards.
- Coordinate with Director of Marketing, Communications Manager, and Box Office Manager to update and maintain website. This includes, but is not limited to, updating and maintaining content for all areas of Taproot's programming.
- Create project schedules working backward from due dates to plan a steady workflow.

Other responsibilities:

- Read all play selections and attend each show within the first week (invited dress, previews or opening).
- All members of the Marketing Team attend weekly marketing and company meetings and participate in other marketing duties as needed and assigned.

Qualifications and Skills

Required Qualifications/Skills:

- Compatibility with Taproot Theatre's mission and values.
- BA in Graphic Design or equivalent experience.
- Professional aptitude with Adobe Create Suite.
- Professional level skill in newsletter or other multi-page publication layout.
- Creative and keen use of typography and visual hierarchy.
- Strong photo editing skills, including creating composite digital images.
- Ability to turn campaign goals from a creative brief into dynamic visual designs.
- Ability to embrace constructive critique and feedback and apply it to each design.
- WordPress or other website platform experience.
- A passion for theatre or other performing arts.
- Ability to work independently on multiple projects at one time with strong organizational skills.

Preferred Qualifications/Skills:

- Minimum 1-year relevant experience.
- Knowledge of the professional printing process and pre-press preparation of files.
- Experience with MailChimp, Wordfly, or another email communication platform.
- Video editing experience.
- Use of Asana or other project management software.

Equity & Inclusion: Taproot Theatre is working to become an anti-racist organization which prioritizes accessibility, transparent communication, and humanity to foster a space of belonging for all. As part of this work, employees will participate in regular trainings and discussions and be asked to support anti-racism and accessibility initiatives and policy changes, as part of their scope of work. To that end, Taproot Theatre seeks employees who demonstrate initiative to expand their own learning and competency within these areas in order to meaningfully participate in dismantling institutional racism, bias, and other systems of oppression which permeate our industry.

Faith Statement: Taproot Theatre Company is incorporated as both a non-profit theatre and a religious organization. Our organization operates outside of church oversight and across denominations. Staff at or above the director level are asked to confirm their Christian faith, and at present, permanent Taproot staff at all levels are invited, but not required, to participate in corporate prayer and many, but not all, self-identify as Christians. Seasonal workers and guest artists may choose not to participate in these customs and represent a diversity of backgrounds and faith traditions.

Physical Requirements: This position requires frequent sitting or standing, manual dexterity to operate phones, computers, and other office equipment; strong command of the English language with the ability to be understood. The work takes place primarily in the Taproot office with occasional attendance requirements for performances at the theater and events at offsite venues. Must be available on evenings and weekends as needed for performances and events. Occasional work-from-home hours available. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Public Health: Taproot Theatre Company requires every employee, volunteer, and contractor to present proof of vaccination against COVID-19. Proof of vaccination can be vaccine card (copy or photo accepted), WA state immunization printout, or verified medical record printout from medical provider.

To apply, submit a cover letter and resume to Nikki Visel, Director of Marketing at nikki@taproottheatre.org.

Taproot Theatre does not discriminate on the basis of race, color, religion, sexual orientation, sex or gender identity, age, citizenship, national origin, veteran status, marital status, mental, physical, or sensory disability, or any other protected and otherwise underrepresented groups of individuals.