



Job Title: Graphic Designer

Reports to: Marketing Director

Classification: Part-time, Non-Exempt

Schedule: 16–24 hours per week. We offer flexible scheduling within standard business hours (Monday–Friday, 10:00 AM – 6:00 PM). Occasional needs outside the standard office hours.

Job Summary: The Graphic Designer supports Thalian Hall’s marketing initiatives by executing a wide range of design tasks under the direction of the Marketing Director. Key responsibilities include designing print collateral (brochures, posters, and mailers), maintaining the organization’s website & social media channels, and producing digital assets for the website, social media channels, and venue displays. This role is ideal for a creative professional who excels at multi-tasking and maintaining brand consistency across diverse media formats.

Duties/Responsibilities:

- Work with the Marketing Director to complete marketing requests/tasks.
- Create content for Social Media artwork/reels.
- Create Print ads for Thalian Hall to external publications.
- Assist in regular maintenance of the Thalian Hall website (ThalianHall.org).
- Create in-house print marketing materials including brochures, rackcards, postcards, signage, posters, event invitations, etc.
- Create in-house digital marketing materials: slides for tvs around the lobby, video assets, etc.
- Create program inserts for shows that require them.
- Assist with the Main Attraction shows marketing riders to gather approved materials and organize them in the Drive.
- Participate in marketing meetings and video calls.
- Track and measure results of marketing initiatives.
- Other duties as assigned.

Required Skills/Competencies:

- Excellent verbal and written communication skills.
- Excellent interpersonal skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to prioritize tasks and adapt to what is needed at the time.
- Ability to function well in a high-paced, and at times, stressful environment.
- Proficiency with Google Suite and Microsoft Office Suite software.
- Proficiency with the Adobe Creative Suite, including but not limited to PhotoShop, Illustrator, InDesign, and Acrobat.
- Proficiency with Canva.

Preferred Skills/Competencies:

- Video editing abilities.
- Web development or similar experience.
- Copywriting experience.

Education and Experience:

- Any combination of training, experience and education which provides required knowledge, skills, and ability to perform the duties of the position.
- Associates degree or Bachelor's degree preferred.
- Previous training in professional theatre operations, performing arts, or a related field, preferred.
- A background or interest in the performing arts, preferred.

Compensation and Benefits:

- \$18/hour
- Employee discount

Physical and Environmental Requirements: *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

- Environment: Work is performed primarily in an indoor theatre, and stage environment; exposure to noise, dust, variance in temperatures, moisture and/or humidity; electrical energy; work with machinery; work at heights on scaffolding and ladders. The employee may be required to work or meet in the evenings and/or on weekends.
- Physical: Primary functions require Sufficient physical ability to work in an office setting and operate office equipment; work with and around equipment and machinery; perform physically demanding technical duties; walk, stand or sit for prolonged periods of time; moderate or light lifting and carrying; bending, stooping, kneeling, crawling.

Notes: This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required for the job. The successful candidate for this position will be subject to a comprehensive pre-employment background check, including but not limited to social security verification, education verification, national criminal background checks and other categories relating to the position. THCPA is an equal opportunity employer and does not discriminate on the basis of race, color, marital status, religion, gender, gender expression, age, sexual orientation, veteran status, national origin, genetic information or physical or mental disabilities that do not hinder performance of essential job tasks. THCPA is committed to recruiting, supporting, and fostering an equitable, diverse, and inclusive community of outstanding staff members and volunteers. Those who share this vision are encouraged to apply.