

GRAPHIC DESIGN & MARKETING ASSOCIATE

Second Stage Theater seeks a Graphic Design & Marketing Associate to serve as a core member of the Marketing team at one of New York's premiere not-for-profit theater companies in a time of exciting expansion. The Graphic Design & Marketing Associate is responsible for maintaining, creating and distributing print and digital materials promoting Second Stage Theater while maintaining a consistent brand across all media, platforms and materials. In addition, be an active member of the marketing department assisting the team on all aspects of ticket sales/events/advertising and promotions.

SPECIFIC DUTIES INCLUDE:

- Create print collateral including: window cards, rack cards, posters, newsletters, invitations, banners, brochures, and select advertisements and front of house collateral
- Design mailings such as production and subscription offers
- Convert print pieces to be email friendly as needed
- Create print and digital collateral to support Development Dept.
- Collaborate and support Sales & Marketing Associate and Director of Marketing & Communications with subscriptions and single ticket campaigns
- Coordinate and oversee various marketing events to foster subscriber and audience development

IDEAL CANDIDATES WILL:

- Have previous professional design and marketing experience • Possess strong communication skills
- A strong working knowledge of graphic design and digital media, and strong organizational skills
- Work efficiently and effectively
- Monitor timelines and deadlines
- Be a team player able to both lead projects and take direction when required
- Be able to handle multiple projects/tasks at one time
- Be a self-starter with the ability to work independently
- Be well versed with Adobe Creative Suite & MS Office, Wordfly or email system
- Be knowledgeable of printing processes and procedures
- Be able to make decisions in a changing environment and anticipate future needs
- Possess strong written, verbal, interpersonal, and presentation skills
- Have an understanding of the New York Theatrical landscape

Generous benefits package including health/dental insurance, paid time off, Summer Fridays, and 401(k) plan included. Second Stage Theater is an equal opportunity employer and encourages all to apply. Send cover letter and resume to jobs@2ST.com with "Graphic Design & Marketing Associate" in the title of the email. NO PHONE CALLS PLEASE