POSITION ANNOUNCEMENT
Graphic Designer

POSTING DATE: November 2019
STATUS: Full Time, Exempt
REPORTS TO: Associate Director of Marketing & Communications
POSITION AVAILABLE: November 2019

ABOUT ROUND HOUSE THEATRE
Dubbed “the current meteor in DC theatre" by Peter Marks of The Washington Post, Round House Theatre is one of the “Big Six" professional theatres in the Washington, DC area. A nonprofit professional LORT theatre with an annual budget of over $6 million located in suburban Washington, DC (Bethesda and Silver Spring, MD), Round House Theatre is a home for outstanding ensemble acting and lifelong learning that seeks to captivate audiences with stories that inspire compassion, evoke emotions, and demand conversation. With a growing subscriber base and having just completed the best-attended and highest-grossing seasons in its history, Round House produces a six-show season of new plays, modern classics, and musicals for more than 40,000 patrons each year at its newly renovated 350-seat theatre in Bethesda in addition to providing educational programs for more than 4,000 students of all ages at its six-classroom Education Center in Silver Spring, in schools throughout Montgomery County, and at the Bethesda theatre.

Job Description
Round House Theatre seeks a full-time Graphic Designer to unify organizational branding through graphic design, photography and video. The Graphic Designer will spearhead the design of all advertising and marketing collateral, including but not limited to: print & digital advertising, brochures, posters, flyers, banners, signage, and playbills. This role will also have a significant stake in the creation and direction of photo and video content for use on web and social media. In all functions, the Graphic Designer is expected to contribute a high degree of creativity, accuracy and speed to the development and production processes. The Graphic Designer is responsible for maintaining Round House brand standards while creating fresh, eye-catching designs. The designer also produces and oversees several large-scale projects each season, including all materials needed to support the annual subscription and single ticket campaigns; fundraising campaigns; special events; and promotion of education programs.

Organizational Structure
The Graphic Designer reports directly to the Associate Director of Marketing & Communications

Essential Duties & Responsibilities
- Ability to function independently and efficiently in a deadline-driven environment, and handle multiple, concurrent tasks.
- Quickly and creatively assess needs and develop materials as requested by Marketing and other departments, including Development, Education, Artistic and Operations.
- Manage all design and production projects from inception through completion.
- Maintain familiarity with all Round House programming to ensure accuracy in marketing communications.
- Ensure that Round House operates at a technical level consistent with industry standards.
- Adhere to the organizational style guide.
- Create and produce all print and digital ads in support of ongoing performance schedule.
- Create and/or manage the development of photo and video content. Proficiency with Final Cut Pro, video capture, and digital photography highly desirable.
- Additional duties as assigned

Qualifications
- Bachelor's degree in Graphic Design or equivalent experience preferred.
• A minimum of two (2) years increasingly responsible design experience preferred. Specific experience developing print advertisements and brochures required.
• Proficiency with Final Cut Pro, digital photography, and videography highly desirable.
• Proficiency with Adobe Creative Cloud, especially Photoshop, InDesign, & Illustrator.
• Proficiency with Microsoft Office Suite including, but not limited to, Outlook, Word, and PowerPoint.
• Must demonstrate initiative and strong problem resolution, and be able to participate successfully in a fast-paced, team-oriented environment.
• Demonstrated superior organizational skills, attention to detail, and the ability to meet deadlines.
• Understanding of and ability to oversee print production processes.
• Ability to proofread for grammar, spelling, and punctuation with a high degree of accuracy.
• Previous in-house experience a plus.
• Schedule flexibility and ability to work occasional nights and weekends.
• A background and/or interest in theatre preferred.

BENEFITS

• Salary commensurate with qualifications and experience
• Health insurance (two options to choose from – PPO or HMO)
• Dental, Life and Long-Term Disability Insurance
• Generous paid time off, including annual, personal, and sick leave

HOW TO APPLY

Submit a cover letter, resume, portfolio, and salary requirements to jobs@roundhousetheatre.org. Round House Theatre is an Equal Opportunity Employer. For more information about Round House Theatre, please visit www.roundhousetheatre.org.