

Artspace Projects, Inc.
Job Title: Graphic Design
Reports to: VP of Communications, Artspace
Job Type: Full time, Salaried/Benefits
Posted: August 26, 2020

Position

Artspace is seeking a highly motivated individual to join the Artspace Communications team in Minneapolis. The Designer is responsible for collaborating with the Vice President of Communications in the production of various digital and print materials for key messaging at Artspace Projects Inc, as well as the Cowles Center for Performing Arts within appropriate timelines and budgets.

Primary Responsibilities:

- Develop and integrate Artspace's visual and conceptual brand into all print and digital materials (including social media and website)
 - Materials include but are not limited to: flyers, posters, banners, external signage, reports, newsletters, direct mail pieces, annual report, web graphics, email campaigns and social posts
- Work closely across departments to develop design materials that consistently communicate Artspace's brand to intended audiences
- Manage website including ongoing maintenance, updates, enhancement and metrics
- Maintain photo library, templates and digital assets
- Provide copywriting and editing when required
- Create and implement an editorial calendar
- Receive and develop design requests for internal departments; manage and communicate requested project workload and deadlines
- Collaborate with vendors to ensure that materials are printed on time and within budget as well as order and monitor design supplies
- Maintain an archive of design materials for future reference and a working knowledge of current trends in the design industry
- Provide graphic support for Artspace and the Cowles's season & program initiatives
 - This includes close collaboration with the Cowles's Director of Advancement
- Provide distribution and maintenance support for Artspace on digital platforms (e.g., anchor, Spotify, iTunes, and Google play).

Required Skills/Qualifications:

- Bachelor's Degree in graphic design or related field
- Minimum of 3 years of design experience
- Advanced skills in Adobe Creative Cloud (Acrobat, InDesign, Photoshop, Illustrator)
- Proficient in Microsoft Office (Excel, Outlook, PowerPoint, Word)
- Strong attention to detail
- Exceptional written, verbal and interpersonal communications skills
- Proficient in working with website CMS systems, Drupal preferred
- Ability to plan and organize work and manage multiple priorities
- Ability to identify, evaluate, investigate, and offer alternative solutions to problems
- Experience working for a nonprofit, photography and animation skills a plus

Compensation/Benefits

Salary: \$40,000 – \$50,000

Benefits: Medical and dental care, 403(b) Savings Plan, Health Savings Account, personal accrual of travel miles, hotel points and other travel benefits, generous PTO.

Please note: This position does not offer relocation benefits.

Artspace provides equal employment opportunities for all persons regardless of race, creed, color, religion, national origin, marital status, sexual orientation, or status with regard to public assistance, disability, sex or age.

To Apply

Please send letter of interest, resume, portfolio of design materials and three references to Shaela Wilson at shaela.wilson@artspace.org RE: Designer Position. No phone calls, please.

About Artspace

Artspace is a non-profit real estate developer with a mission to create, foster and preserve affordable and sustainable space for artists and arts organizations. To date we have developed 53 “art spaces” throughout the United States representing a combined \$653 million investment in affordable housing and arts infrastructure. Our portfolio is unique in its scale, and has helped inspire leaders across political, financial, community development and philanthropic sectors to think differently about the capacity of artists, and those living in financial hardship to be extraordinary partners in building better communities.

Artspace’s primary work includes new project development, currently at a rate of opening 2 – 4 projects per year; the maintenance and operations of our existing portfolio, and a robust consulting practice that has worked on more than 250 projects coast to coast, including city-wide planning projects, arts districts. Artspace also has two active program initiatives that require year-round support: The Rafala Green Fellowship Program and Immersion Program. Our tiny and mighty communications team is not only accountable for the messaging and branding of Artspace nationally, but also supports a percentage of the communications needs for the Cowles Center for Performing Arts, which Artspace owns.

Artspace is headquartered in Minneapolis with regional offices in New York, Washington, DC, New Orleans, Denver, Los Angeles and Seattle.