

**Artspace Projects, Inc.**  
**Job Title: Graphic Designer**  
**Reports to: Vice President 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 Graphic 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 Dance & the 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, building 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 all departments; manage and communicate project workload and deadlines
- Collaborate with external vendors to produce designed materials, ensuring that materials are printed on time and within budget.
- Maintain an archive of design materials for future reference and a working knowledge of current trends in the design industry
- Provide graphic support for the Cowles's performance season & program initiatives
- Provide maintenance support for Artspace on digital podcasting platforms (e.g., Anchor, Spotify, iTunes, and Google Play)
- Monitor and reorder "evergreen" design materials as needed

### **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 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 Connor Robinson at [connor.robinson@artspace.org](mailto:connor.robinson@artspace.org). RE: Graphic Designer Position. No phone calls, please.

### **About Artspace**

Artspace is a nonprofit 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 and arts district planning projects. Artspace also has two active program initiatives that require year-round support: The Rafala Green Fellowship Program and Artspace Immersion. Our tiny and mighty communications team is not only accountable for the messaging and branding for Artspace nationwide, but also supports a percentage of the communications needs for The Cowles Center for Dance & the Performing Arts, which Artspace owns.

Artspace is headquartered in Minneapolis with offices in New York and Washington, D.C.