

CAREER OPPORTUNITY



GRAPHIC DESIGN COORDINATOR

The Calgary Philharmonic Orchestra (CPO) is a cornerstone of Calgary's multi-faceted arts community and since 1955, has grown to be one of North America's finest and most versatile live music ensembles. A repertoire that is extensive and broad in scope consistently attracts acclaimed guest artists and conductors. The Calgary Philharmonic offers an average of 80 concerts per Season designed to fit all musical tastes.

THE ROLE

The Calgary Philharmonic Orchestra seeks a Graphic Design Coordinator to join its Marketing and Sales team. This is a full-time position reporting to the Director, Marketing and Sales. The Graphic Design Coordinator is a key member of the CPO team, providing design and production support. Alongside proven graphic design skills, the candidate must demonstrate the core values of the CPO with particular emphasis on customer service, professionalism, sound judgment and ethics.

RESPONSIBILITIES

- Design all in-house collateral including ads, posters, concert programs, special event invitations, display materials, flyers and educational inserts
- Coordinate in-house production of marketing materials
- Create digital graphics for website, e-marketing and media partners
- Ensure all design work complies with CPO brand guidelines
- Assist with the CPO's photo assets including photo distribution, resizing and colour correction
- Managing artwork schedule for external production and advertising suppliers

DESIRED QUALIFICATIONS

- Proven ability in graphic design and an understanding of the entire design process from concept to production
- Proficiency using Adobe Creative Suite, with an emphasis on Photoshop, Illustrator and InDesign
- Experience using After Effects, Premier, WordPress, and Constant Contact an asset
- Sharp attention to detail
- Dependable, reliable and resourceful
- Sound interpersonal and communication skills
- Excellent time-management and prioritization skills with experience meeting deadlines
- Ability to thrive in a fast-paced, constantly changing work environment

ADDITIONAL DETAILS

- Candidates must be available to work beyond office hours including attendance at evening/weekend concerts and events throughout the season
- Office location: Arts Commons, Floor 2, 205 8 Avenue SE Calgary AB T2G 0K9

APPLICATION PROCESS

Deadline: 4 August 2017

Desired start date: 16 August 2017 (negotiable)

Applications will be reviewed on a regular basis and suitable candidates may be contacted before the deadline.

Please send cover letter, resume with design portfolio, and salary expectations to:

Janet Bwititi

Director, Sales & Marketing

jbwititi@calgaryphil.com

We thank you for your interest in the Calgary Philharmonic Orchestra. Please note only successful candidates will be contacted.