



**CALGARY PHILHARMONIC ORCHESTRA**  
**POSITION: GRAPHIC DESIGN ASSISTANT (P/T)**

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POSTED July 27, 2016

**THE ROLE**

This is an entry level, part-time ongoing contract position reporting primarily to the Communications Manager and the Director, Sales and Marketing. The Graphic Design Assistant is a role within the Marketing and Sales team, providing design and production support.

Alongside proven graphic design skills, the candidate must demonstrate the core values of the Calgary Philharmonic Orchestra with particular emphasis on customer service, professionalism, sound judgment and ethics.

**RESPONSIBILITIES**

- Possess a solid skill set in graphic design and the entire design process from concept to production
- Assist the Graphic Design & Illustration Coordinator with graphic design for a range of collateral requirements including adverts, posters, concert programs, special event invitations, display material, flyers and educational inserts
- Possess an understanding of digital design and website support including creating digital graphics and adverts for website, e-marketing and media partners
- Ability to comply with CPO brand requirements and templates
- Assist with the CPO's photo assets including photo distribution, resizing and colour correction

**QUALIFICATIONS AND POSITION REQUIREMENTS**

- Graphic Design proficiency using Adobe Creative Suite, with an emphasis on InDesign with experience in Photoshop. Illustrator also an asset.
- Additional experience with Dreamweaver an asset
- Website skills including experience using html code
- 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

**SALARY AND SCHEDULE**

- Part-time ongoing contract: 3 days per week, 9am to 5pm
- Salary commensurate upon experience



Led by internationally renowned Music Director Roberto Minczuk, the Calgary Philharmonic Orchestra is home to 66 musicians, and has been a cornerstone of Calgary's multi-faceted arts community since 1955. From classical giants to rock 'n' roll hits and family favourites, the CPO offers more than 80 concerts per Season designed to fit all musical taste and celebrates its 60<sup>th</sup> Anniversary during the 15/16 Season.

**Please send your covering letter and resume to:**

Marion Garden  
Director, Sales & Marketing  
2<sup>nd</sup> floor - 205 8th Ave SE  
Calgary, AB T2G 0K9  
Ph: 403.571.0272  
Fx: 403.294.7424  
Email: [mgarden@calgaryphil.com](mailto:mgarden@calgaryphil.com)

*Only candidates chosen for an interview will be contacted.*

