



**Job Position:** Graphic and Multimedia Designer

**Posting Date:** July 30, 2021

**Closing Date:** August 13, 2021

**Neptune Theatre** is looking for a creative, talented individual to join its marketing department as a **Graphic and Multimedia Designer**. The candidate will develop and design creative content for print, website, advertisements, and social media.

Reporting to the Marketing Manager, this role will be responsible for designing all Neptune-related collateral. You will work with the marketing team and Artistic Director to determine images and themes reflective of the theatre's brand and season theme. The Graphic and Multimedia Designer will be responsible for controlling and maintaining all print and digital media.

To be successful in this role you should have strong organizational skills, proficiency in InDesign, Photoshop and Adobe Creative Suite. Creativity, collaboration and the ability to receive constructive criticism are required for bringing campaigns to life. **Must be a great collaborator, with a positive outlook and attitude.**

**Roles and Responsibilities:**

- Design all Neptune collateral, including posters, rack cards, brochures, interior and exterior signage, print and online advertisements.
- Plan, coordinate and provide creative direction for all photo shoots.
- Meet with other team members to determine requirements and vision for design elements, which may include multiple strategy meetings.
- Create multiple different versions of a similar product and send them through approvals.
- Keep up-to-date with the latest design trends by attending workshops, courses, and reading relevant material.
- Review finalized materials to be sure there are no errors.
- Coordinate production and delivery of completed collateral
- Contribute to marketing planning and activities
- Support events, partnerships and sponsorships

**Role Requirements:**

- Minimum 3 years experience
- Time management skills to work on multiple projects at once and with various deadlines
- Attention to detail to ensure that all specifications are met and free of any errors
- Patience to send creative designs through multiple approval processes and often work with several different people to get a job done
- Creative mindset to be able to bring a design to life with simple instructions
- Strong organizational skills to keep up with various projects
- Technical skills to work with popular graphic design programs like the Adobe suite
- Flexibility to be able to switch between projects or pivot quickly should the requirements of the project change
- Ability to communicate across various levels of an organization
- Must be highly proficient with current versions of Adobe Creative Suite.
- Solid understanding of and CSS required.

### About Neptune Theatre

Neptune Theatre is located on sacred land that has been the site of human activity since time immemorial. We are in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People, and we acknowledge them as the past, present, and future caretakers of this land.

As artists, we are grateful to work and build community here. As stewards of culture, we are in the process of learning more about how our company can improve our relations with Indigenous People and uphold the values of collaboration and inclusivity in all that we do.

Neptune Theatre is Atlantic Canada's premier destination for live, professional theatre. On our stages, you'll experience theatre that is uplifting and thought-provoking. Our roots are deep in this region. With 59 years under our belt, we're deeply supportive of and connected to our local community, and are committed to creating outstanding experiences that enlighten and bring joy to our audiences.

We are the cultural heart and soul of the Halifax community. Our values are grounded in the belief that the power of live theatre can transform and connect. With a mindful and inclusive approach, **we are committed to bringing stories that represent the history and diversity of our region and its people to life on our stages.**

### Anti-Harassment Policy

Neptune is committed to maintaining a positive, harassment-free culture. We do not tolerate any form of harassment of our employees, clients, volunteers, or any persons visiting or spending time on our premises or online spaces. Please note that violation of this policy could result in revoked access.

Neptune Theatre takes part in the [Not in Our Space!](#) initiative, a national anti-harassment and respectful workplace collaboration campaign between Equity and the Professional Association of Canadian Theatres (PACT), which seeks to ensure healthy and productive working conditions for all professionals working in live performance across the country.

### Ethno-Cultural Mandate

Neptune Theatre seeks to promote equity, inclusion and access by amplifying voices that have been historically marginalized or underrepresented, and we factor this into every decision we make. We encourage submissions from all genders, ethnicities, abilities and identities, and will give priority consideration to those who self-identify as IBPOC, LGBTQ2S+, d/Deaf, living with disabilities, and/or facing other systemic challenges in our industry.

This is a full-time permanent position.

Please email your resume to: Emily Richards, Marketing Manager  
[erichards@neptunetheatre.com](mailto:erichards@neptunetheatre.com)

Please state salary expectations.

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