LUBBOCK SYMPHONY ORCHESTRA JOB DESCRIPTION

JOB TITLE: Multimedia & Design Specialist

DATE: 11/15/2019

REPORTS TO: Marketing & Communications Coordinator

SUPERVISES: Web and Design Interns

HOURS: Full time

POSITION OVERVIEW

The Lubbock Symphony Orchestra, the premier arts organization in Lubbock, Texas, is seeking a Multimedia & Design Specialist. This position is charged with the primary responsibility of designing and producing all LSO collaterals, advertisements and graphics, and maintaining the LSO website. The ideal candidate will possess knowledge and understanding of graphic design and have experience in both print and electronic media. This position will assist in the planning and implementation of LSO marketing, advertising and public relations activities. This involves designing and editing concert programs, advertisements, brochures and patron mailings, as well as promoting concerts and events through different media. Additionally, this position is the direct supervisor of Web and Design Interns. The Multimedia & Design Specialist will work closely with the Marketing & Communications Coordinator and the President & CEO. The position is salaried with accompanying benefits in accordance with the LSO Employee Handbook.

JOB DUTIES AND RESPONSIBILITIES

The Multimedia & Design Specialist is responsible for:

* General concert season art direction including season title, brand, individual concert titles, color palettes, fonts, artwork, layout, look and feel
* Concert program design and management
* Design and execution of all LSO electronic communications such as social media graphics, email advertisements, website banners, etc.
* Design and execution of all LSO print communications such as newspaper and magazine advertisements, patron mail, brochures, postcards, etc.
* Maintaining submitted media including concert program ads, guest artist photos and bios, etc.
* Maintaining LSO website

Additional duties will include:

* Coordinating with print vendor for all LSO print projects
* Analyzing social media content for effectiveness
* Photography and/or videography during LSO concerts and events
* Assisting with concert operations including greeting and ushering patrons, setting up lobby, etc.

Qualifications and skills

* Extensive experience with:
  + Adobe InDesign CC
  + Adobe Illustrator CC
  + Adobe Photoshop CC
  + Adobe Premiere CC
  + Adobe Dreamweaver CC
  + Adobe Acrobat DC
  + Microsoft Office

Salary Range

* Based on experience and qualifications
* Includes generous benefits