



TITLE: Multimedia Designer

STATUS: Full Time exempt

DIVISION: Marketing and Communications

REPORTS TO: Associate Director of Marketing and Communications

POSITION AVAILABLE: Immediately

ABOUT STUDIO THEATRE

Studio Theatre is a premier Washington venue for contemporary theatre. Under the leadership of Artistic Director David Muse and Managing Director Rebecca Ende Lichtenberg, Studio produces the work of many of today's greatest writers, augmented by occasional productions of modern classics. Our work is marked by its emphasis on excellence in acting and design and the signature intimacy of its four theatres, which all seat fewer than 225 patrons. With a budget of over \$5 million and 24 full-time staff members, no theatre of comparable budget size operates such exclusively intimate theatres. The quality of this work has been recognized by sustained community support and over 70 Helen Hayes Awards for excellence in professional theatre.

Rooted in the Theatre's mission to foster a more thoughtful, more empathetic, and more connected community in Washington DC and beyond, Studio takes seriously our commitment to providing access to and engagement with our work—both on stage and off. Our community engagement efforts include access and affordability initiatives, public programming, a growing community partner program, and dedicated education and workforce development programs.

Studio is currently in the midst of a major renovation of its main facility. We are transforming a theater into a state-of-the-art 'raw room' with no fixed seating, rearranging and renovating our lobbies and restrooms, creating our first dedicated rehearsal room, creating a new indoor/outdoor café space, and making other improvements throughout the building. The project should be complete early in 2022. This is a rare opportunity to be a part of the opening and running of a transformed venue.

THE POSITION

An integral position of Studio Theatre's Marketing & Communications Department, the Multimedia Designer (MD) is responsible for creating Studio's marketing, fundraising, and institutional collateral. Reporting to the Associate Director of Marketing & Communications, the Multimedia Designer will focus on creation of marketing and institutional materials. The position will work closely with Pentagram, Studio's branding and design agency, to uphold and implement a consistent brand across all visual mediums.

This position is full time, with the occasional evening and weekend need, and will require regular onsite work in conjunction with Studio Theatre's remote work policy.

Please Note, Studio Theatre has instituted a mandatory COVID-19 vaccination policy for all employees. As such, proof of FDA-approved vaccination is required prior to beginning work. In

compliance with all applicable laws, Studio Theatre considers requests for accommodation on the basis of medical need or sincerely held religious beliefs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Maintain Brand

- Work with Pentagram's design team to implement and uphold Studio Theatre's brand standards.
- With the theatre's Marketing team (Director and Associate Director of Marketing and Communications; Marketing Associate) collaborate on the design and creation of all branded materials; delivering on budget and on time.
- Work with Marketing team to develop strategy and campaigns for every Studio Theatre production; provide input into marketing and communications strategy, goals, and objectives.

Print collateral

- Design materials including but not limited to: brochures, print ads, postcards, flyers, large format posters and signs, programs, interior and exterior signage, event invitations, merchandise, Performance Guide, and annual report
- Manage relationships with print houses, mail houses, and other relevant vendors, soliciting job bids, allocating work, packaging/delivering files for print, and managing production timeline
- Plan, budget, and oversee all aspects of specific marketing/graphics-related projects, ensuring all projects and deliverables are on schedule; includes publication managements for major institutional collateral including Performance Guide, programs, annual report, and subscription brochure
- Produce print collateral such as posters and signage in-house using large format printer and other equipment
- Install on-site collateral and stock in-house marketing materials on premises, both inside and outside the building, including but not limited to: posters, postcards, rack cards, flyers, season brochures, interior and exterior signage
- Maintain on-site sign and poster cases/housing (interior and exterior) and printer equipment (large format printer), to ensure functionality/integrity
- Maintain internal signage schedule and rotate out signage throughout each production season

Digital collateral

- Design materials including but not limited to: digital ads, and website, email, social graphics
- Work with the Marketing Associate and Marketing Apprentice to develop creative for use on social media channels

Production Assets

- Produce, shoot, and edit videos including interviews, trailers, and b-roll production footage. Pursue execution of ideas and together with the Director and Associate Director of Marketing and Communications determine the most effective/efficient concept that balances artistry, feasibility, and ROI; prep final draft for Artistic Director
- Coordinate and schedule photographers for production photos and lead in selection, distribution of images for social media, press, advertising, and other marketing vehicles

- Photograph, record, or otherwise document onsite rehearsals and new play development activities
- Coordinate and assist with Studio Theatre photoshoots

Additional responsibilities:

- Participate in Studio Theatre's on-going [anti-racism](#) work
- Maintain storage/inventory of in-house photo and video equipment
- Others duties as assigned

SKILLS AND QUALIFICATIONS

Studio Theatre is seeking an individual with the talent and ability to advance institutional aims. We are looking for a candidate who has:

- Advanced knowledge in graphic design, including professional experience creating print and digital promotional collateral.
- Experience interpreting and implementing branding guidelines.
- Proficiency in Adobe Creative Cloud including Photoshop, InDesign, Lightroom, and Illustrator. Proficiency in After Effects and Premiere a plus.
- Experience with Basecamp or similar project management software a plus.
- Experience in photography and/or videography a plus.
- Ability to work occasional evenings and weekends.
- Ability to work onsite at minimum 3 days a week.
- Ability to physically lift 25 lbs., climb stairs and ladders, and stand for long periods of time.
- Commitment to Diversity, Equity, and Inclusion, and enthusiasm to work with teams with diverse identities

COMPENSATION AND BENEFITS:

This position is a full-time salaried exempt position with an annualized salary of \$42,000 and up.

Studio Theatre offers a generous benefit package including medical with a partial employer contribution and a funded HRA, dental, and vision insurance and FSA; short-term and long-term disability insurance; life insurance; 401K with an employer match; and commuter benefits. Studio Theatre time off policies include ten paid holidays, five floating holidays, separate sick leave, and annual vacation leave accrual starting at ten days for new hires.

Studio Theatre's administrative hours are Monday thru Friday 10am to 6pm. Studio Theatre's remote work policy allows certain positions to work remotely up to two days a week plus exceptions on a case-by-case basis. Due to the nature of live entertainment, all positions may require some evening and weekend work.

HOW TO APPLY:

Interested applicants can apply using this form:

If you need assistance filling out the [form](#), please email employment@studiotheatre.org or call 202.232.7267 x 0 for assistance. Proof of COVID vaccination is not required at the application stage but will be required if a job offer is extended.

Studio Theatre is proud to be an equal opportunity employer. Applicants from populations underrepresented in the theatre field are strongly encouraged to apply. We are committed to creating a diverse and inclusive environment, and all qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, marital or familial status, sexual orientation, national origin, disability, age, or veteran status.