

Job Title	Graphic Designer – Part Time Contractor
Department	Marketing & Community Engagement
Reports to:	Director of Marketing & Community Engagement/Marketing Manager

Job Summary

The Graphic Designer at the Kauffman Center for the Performing Arts is responsible for creating visually compelling content that supports the marketing and promotional needs of the Kauffman Center, and the Kauffman Center Presents series. This includes designing for print, digital, and social media platforms, while maintaining the Kauffman Center's brand identity. The graphic designer will be responsible for producing high-quality graphics and content that elevate the Kauffman Center's mission and ensure a cohesive visual presence across multiple platforms.

Essential Duties and Responsibilities

- Conceptualizes, designs, and creates high-quality graphics, layouts, and collateral content that aligns with the Kauffman Center's brand identity and marketing goals.
- Designs for a variety of materials including digital assets, show posters, show program books, social media posts, video content and event collateral.
- Creates visually striking content for social media platforms, including Facebook, Instagram, LinkedIn and YouTube, to increase visibility and engagement.
- Assists with the design and layout of digital newsletters, website graphics and internal communications.
- Supports Development department with the design of materials for fundraising, membership promotion and donor incentives.
- Provides insights and recommendations for improving the visual impact and engagement of Kauffman Center's digital presence.

Required Knowledge and Skills

- Strong proficiency in graphic design and expertise in Adobe Creative Suite (Photoshop, Illustrator, InDesign). Preference given to candidates with knowledge of multimedia content creation and experience with Premiere Pro and After Effects.
- Knowledge and experience creating digital graphics, print materials and social media content that aligns with brand guidelines.
- Ability to adapt design styles to different marketing objectives and understand audience-specific visual communication.
- Excellent organizational and time-management skills, with the ability to manage multiple projects and meet deadlines.
- Strong communication skills, both written and verbal, with the ability to work effectively with internal teams and external partners.
- A keen eye for detail and design, and a strong understanding of visual storytelling.
- Ability to work independently and collaboratively within a team-oriented environment.
- Familiarity with current design trends and digital content strategies.

Required Education and Experience

- Bachelor’s degree in Graphic Design, Marketing, Communications, Visual Arts or a related field.
- Minimum of three (3) years of experience in graphic design and social media content creation, preferably in the arts, entertainment or nonprofit sectors.
- Proven experience in designing for both digital and traditional platforms, with a strong portfolio that showcases a variety of design work.

Preferred Education and Experience

- Experience in an arts, theater or performing arts setting.
- Familiarity with website content management systems (WordPress), email marketing platforms, or video editing programs.
- Knowledge of graphic design and branding for cultural institutions or similar entities.
- Understanding of accessibility and inclusive design practices in visual content.

Work Environment & Schedule

- This is a part-time, in-person position based at the Kauffman Center for the Performing Arts in Kansas City, MO.
- This role will work approximately 20 hours a week on a mutually agreed upon schedule and be paid every two weeks.
While this is a graphic design role, there may be opportunities for other mutually agreed upon work from time to time.

Organizational Values

- Adheres to and promotes the organization’s values (see below)

ORGANIZATIONAL VALUES			
Own it, get it solved	Aim for excellence	Be enthusiastic	Act with respect
<ul style="list-style-type: none"> ▪ Integrity ▪ Honest communication ▪ Transparency ▪ Trustworthy ▪ Responsible 	<ul style="list-style-type: none"> ▪ Striving to improve or meet a standard of excellence ▪ Motivated 	<ul style="list-style-type: none"> ▪ Flexible ▪ Fun ▪ Embraces new ideas 	<ul style="list-style-type: none"> ▪ Service ▪ Considerate of others ▪ Treat others with dignity and care ▪ Work toward shared goals

Intent and Function of Job Descriptions

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

The Kauffman Center for the Performing Arts seeks a diverse talent pool affording equal opportunity to all candidates without regard to race, color, age, religion, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

How To Apply

Those wishing to apply for the graphic designer role should submit the following to hr@kauffmancenter.org:

- Resume
- Cover Letter
- Portfolio with a variety of samples of graphic design work
- Three professional references
- Compensation requirement

This role will remain open until filled.