

**Actors Theatre of Louisville****GRAPHIC DESIGNER****Position: Graphic Designer****Reports to: Director of Marketing & Communications****Department: Marketing**

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**ABOUT ACTORS THEATRE OF LOUISVILLE**

Actors Theatre of Louisville, the Tony-Award winning State Theatre of Kentucky, seeks qualified and passionate applicants for the position of Graphic Designer.

Under the leadership of Artistic Director Les Waters and Managing Director Jennifer Bielstein, Actors Theatre serves to unlock human potential, build community and enrich quality of life by engaging people in theatre that reflects the wonder and complexity of our time.

Actors Theatre presents nearly 400 performances annually across three theatres and delivers a broad range of programming impacting local and national audiences with a particular focus on new play developing influencing the field of American theatre. Programs include classical repertory and contemporary work through the Brown-Forman Series, holiday favorites cherished as annual traditions, the Humana Festival of New American Plays influencing the canon of American theatre, an Education program where students see and make plays, and a theatre training program for 40+, the Apprentice/Intern Company.

**GRAPHIC DESIGNER**

Job responsibilities include (but are not limited to):

- Schedule, design and production of all company printed materials including, but not limited to, posters, newsletters, brochures, fliers, signage, print advertising, digital advertising, website assets, merchandise, outdoor, and other collateral.
- Serve as liaison with vendors, gathering and negotiating competitive pricing bids and establishing deadlines and delivery instructions.
- Serve as contact for account representatives for print and digital advertising.
- Instruct and oversee design and printing projects handled by other staff, interns and/or volunteer designers.
- Assist with the management of collateral printing and print/digital advertising budgets.
- Maintenance and archiving of all graphic materials and assets created and disseminated by the company.
- Creation and installation of all theatre lobby interior signage.

- General administrative support including proofreading and collaboration with Communications Manager to maintain company-wide graphic design schedule.
- Assist with marketing events, special event and the Humana Festival weekends.
- Other duties as assigned by the Director of Marketing and Communications

**QUALIFICATIONS:**

- Minimum of three years as a professional graphic designer
- Minimum of Bachelor’s degree in visual design or comparable field of study
- Proven proficiency in Adobe InDesign, Adobe Photoshop, Adobe Illustrator. Adobe Dreamweaver, Microsoft Office required
- HTML and/or CSS preferred
- Strong proofreading skills
- Passion and basic knowledge of theatre
- Strong scheduling and organizational skills
- Ability to take direction and work well in a deadline driven, fast-paced, creative, collaborative, environment
- Must be a self-starter and capable of handling multiple projects concurrently
- Energetic personality and capable of being a positive and influential brand ambassador for Actors Theatre

**COMPENSATION:**

Compensation will be competitive with similar positions throughout the Louisville area. The range of benefits includes medical and dental insurance, long-term and short-term disability insurance, paid time off, and a 403 (b) retirement plan.

**TO APPLY**

Applicants for this position should submit resume, cover letter and digital portfolio (or up to three graphic samples in .pdf format) to:

Steve Knight  
 Director of Marketing and Communications  
 Actors Theatre of Louisville  
 316 W. Main Street  
 Louisville, KY 40202  
[Sknight@actorstheatre.org](mailto:Sknight@actorstheatre.org)

cc: Cora Brown, SPHR  
 Human Resources Manager  
[cbrown@actorstheatre.org](mailto:cbrown@actorstheatre.org)

No calls, please.

*Actors Theatre is committed to recruiting and fostering a diverse community of staff. Individuals from traditionally under-represented groups are encouraged to apply. AA/EOE*