

OREGON SYMPHONY

JOB DESCRIPTION

Graphic & Motion Designer

EXEMPT STATUS:	SALARIED (EXEMPT)
REMOTE HYBRID ELIGIBLE:	YES
DEPARTMENT:	REVENUE SERVICES
REPORTS TO:	CREATIVE DIRECTOR
DIRECT REPORTS:	NONE
EFFECTIVE/LAST UPDATED:	April 7, 2025

POSITION SUMMARY:

The Graphic & Motion Designer supports the organization's mission by creating compelling visual content that reflects the brand and engages diverse audiences. This role is integral to advancing marketing and communication strategies across digital and print platforms, fostering community engagement, and promoting events and initiatives. Approximately 20–30% of the role is dedicated to motion design and video production, bringing dynamic energy and storytelling to our digital presence.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Design & Branding

- Develop creative concepts and execute designs for print and digital media, including but not limited to brochures, posters, ads, event programs, signage, email campaigns, and web graphics.
- Maintain brand consistency across all projects while adapting designs to reach diverse audiences.
- Create promotional materials tailored to various stakeholder groups, including donors, patrons, community partners, and volunteers.
- Design materials for events, such as gala invitations, donor recognition pieces, and event signage.
- Provide on-site support for events when needed, including photography or multimedia setup.
- Stay updated on design trends, tools, and technologies to bring fresh ideas to the organization.

Digital Content Creation

- Design social media graphics, motion graphics, and short-form video content that support marketing campaigns and storytelling efforts.
- Collaborate with the digital marketing team to create web graphics, video banners, animated content, and other multimedia for online platforms.
- Edit video clips for promotional use, ensuring alignment with brand voice and campaign goals.
- Ensure all digital assets are optimized for accessibility and user experience.

Collaboration & Project Management

- Work closely with the Creative Director, Marketing, Development, and fellow Graphic Design teams to align visual strategies with organizational goals.
- Participate in brainstorming sessions and contribute creative ideas for campaigns and special events.

- Manage multiple projects simultaneously, ensuring deadlines are met without compromising quality.

Production & Quality Control

- Prepare and finalize design files for print production or digital distribution.
- Coordinate with external vendors, including printers and digital media platforms, to ensure high-quality output.
- Review proofs for accuracy and quality before final production or release.

Asset Management

- Maintain an organized library of design files, photos, and brand assets for use across the organization.
- Curate and edit photo and video content as needed.

QUALIFICATIONS:

- Bachelor's degree in graphic design, visual arts, or related field, or equivalent experience.
- Minimum 2–3 years of professional experience in graphic design, preferably in a non-profit or arts organization.
- Expertise in Adobe Creative Suite (InDesign, Photoshop, Illustrator); familiarity with video editing tools is a plus.
- Strong understanding of design principles, typography, and visual storytelling.
- Knowledge of web design and best practices for accessibility (e.g., WCAG standards).
- Ability to manage multiple projects with varying deadlines in a fast-paced environment.
- Collaborative spirit and ability to communicate effectively with diverse teams.
- A portfolio demonstrating a range of creative and impactful design work.

ADDITIONAL COMPETENCIES:

- **Professionalism:** Maintains a respectful, tactful approach in all interactions, manages stressful situations with poise, upholds ethical standards, and demonstrates reliability by following through on commitments and maintaining integrity.
- **Collaboration & Communication:** Actively contributes to a team-oriented environment by offering and accepting feedback, listening attentively, participating meaningfully in discussions, and balancing personal and group responsibilities for collective success.
- **Motivation and Initiative:** Displays a proactive mindset with minimal supervision, consistently pursuing growth opportunities, tackling challenges with determination, and showing a readiness to take calculated risks and accept new responsibilities.
- **Dependability:** Demonstrates reliability by being punctual, meeting commitments, and adhering to instructions, ensuring work is completed on schedule and communicating effectively when adjustments are needed.
- **Quality and Quantity of Work:** Strives for accuracy and thoroughness, proactively seeks feedback for continuous improvement, monitors productivity to meet and exceed standards, and maintains a balance between speed and precision in completing tasks.

WORK ENVIRONMENT

This position is currently following a hybrid work model with 2-3 days per week in the office.

This job description outlines the primary responsibilities of the position but is not an exhaustive list. The employee may be asked to perform additional duties as necessary to support organizational goals.