

OREGON SYMPHONY

JOB DESCRIPTION

Senior Graphic Designer

EXEMPT STATUS:	SALARIED (EXEMPT)
REMOTE HYBRID ELIGIBLE:	YES
DEPARTMENT:	REVENUE SERVICES
REPORTS TO:	CREATIVE DIRECTOR
DIRECT REPORTS:	NONE
MARKET GRADE:	17
EFFECTIVE/LAST UPDATED:	OCTOBER 27, 2025

POSITION SUMMARY:

The Senior Graphic Designer advances the Oregon Symphony's mission by creating compelling visual design that reflects the organization's brand, values, and artistic excellence. This role plays a key part in implementing marketing and communication strategies across print and digital platforms—engaging diverse audiences, fostering community connection, and supporting development initiatives and events. As a creative leader, the Senior Graphic Designer helps shape the Symphony's visual identity through thoughtful, process-driven design—working quickly, communicating clearly, iterating often, and maintaining a high standard aligned with global design practices.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Design & Branding

- Lead the design process from concept to completion—developing print and digital materials that support marketing campaigns and reflect the organization's tone and visual identity. Projects include brochures, posters, flyers, advertisements, event invitations and programs, wayfinding signage, email and web graphics, and branded merchandise.
- Ensure visual and written consistency across all projects while adapting creative assets for new formats and audiences throughout the marketing cycle.
- Design promotional materials tailored to distinct stakeholder groups—including donors, subscribers, patrons, community partners, and volunteers—each reflecting a unique extension of the brand voice.
- Serve as the lead designer for Development initiatives, including special events, galas, donor recognition pieces, and related signage and print materials.
- Provide on-site creative support for events as needed, such as social media photography, marketing assistance, and multi-media setup.
- Stay informed on contemporary design trends, emerging tools, and evolving technologies to elevate the Symphony's overall creative direction and brand tone.

Digital Content Creation

- Design and develop social media graphics and short-form content that enhance marketing campaigns and storytelling initiatives.
- Partner with the digital marketing team to produce web graphics, video banners, animations, and other multimedia assets for online platforms.
- Edit and prepare photography for promotional use, maintaining alignment with brand voice, campaign objectives, and visual standards.

- Optimize all photography and digital assets for accessibility, usability, and overall user experience.

Collaboration & Project Management

- Collaborate with the Creative Director, Marketing team, project manager, and fellow creatives to ensure all visual strategies align with the organization's overall brand and creative goals.
- Contribute to brainstorming sessions and cross-departmental meetings to generate ideas for campaigns, marketing activations, and special events.
- Manage multiple projects in partnership with the project manager, maintaining timelines, workflow, and quality across all deliverables.

Production & Quality Control

- Prepare and finalize design files for print production and digital distribution, ensuring accuracy and adherence to specifications; pre-press setup and production experience required.
- Coordinate with the project manager and external vendors—including printers and digital media partners—to maintain clear communication, troubleshoot issues, and ensure high-quality results.
- Review proofs and digital previews for precision, consistency, and overall quality prior to final production or release.

Asset Management

- Maintain the Brand Asset Library of design files, concert video and photography, written standards, 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 and a portfolio demonstrating a range of creative campaign marketing and impactful design work.
- Minimum 4–8 years of professional experience in graphic design, preferably in a non-profit or arts organization.
- Expertise in Adobe Creative Suite (InDesign, Photoshop, Illustrator, Acrobat, Bridge) in day-to-day workflow; proficiency in Figma, motion design or video editing tools is a plus.
- Knowledge and use of key commands, styles, actions, and other workflow shortcuts is required.
- Proficiency in Microsoft Office Suite (Outlook, Teams) and other project management software (Asana, Figma Jam, SharePoint)
- Strong understanding of systematic design principles, a typographic sensibility, and iterating visual storytelling across multiple mediums and deliverables.
- Knowledge of design for web and best practices for accessibility (e.g., WCAG standards).
- Ability to self-manage multiple projects with varying deadlines across multiple campaigns and work effectively in a fast-paced environment.
- Collaborative spirit and ability to communicate effectively with diverse teams across multiple segments of the organization.

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.