

Office of Visual and Performing Arts
Ware Center | Winter Center
42 N. Prince Street, Lancaster, PA 17603
717-871-7018 | artsmu.com

Graphic Designer

This position is a unique opportunity to gain experience in many facets of arts marketing and promotion. Chosen candidate will create promotional materials for Millersville University's Visual & Performing Arts. Student worker must be able to commit to 20 hours a week. The position reports to the Communication Manager at the Ware Center, Lancaster.

Duties include, but are not limited to:

- Design printed materials (brochures, banners, posters, post cards, flyers, show programs), advertisements, electronic communication (FB, Twitter, YouTube, Email/E-newsletter, Website, digital signage etc.) within the MU and arts design branding guidelines.
- Learn from contracted graphic design professional to improve skills and design sensibility.
- Create and develop graphics and layouts.
- Assist in preparing final products for print.
- Creating communications relating to on site events such posters, directional signs, postcards, and fliers.
- Assist in creating social network posts and e-blasts to send to our distribution list.
- Attend at least one Visual and Performing Arts event per month.

Skills needed:

Proficient in Adobe Photoshop, InDesign, Illustrator. Experience with Microsoft Word and Excel. A passion for and/or experience in the performing-creative arts is desired.

Additional Duties:

- Cover the front desk when needed.
- Assist in event planning and the performing of various activities needed for events occurring at The Ware Center such as: coordination of logistics, greeting patrons, prepping and setting up space, ushering, and more, when needed.
- Assisting in general office administration such as answering phones, filing, and other necessary organization, as needed. May be called upon to handle the front desk and selling event tickets.
- **Parking will be provided.**

Contact Information: If interested visit <http://www.artsmu.com/becoming-a-mu-student-employee> and fill out an application.