

Position Announcement

Marketing Assistant - Graphic Designer

UIC School of Theatre and Music is seeking a Graphic Designer who can develop visual content for social media, campus digital displays and print media.

Duties:

- Work in collaboration with marketing and other department liaisons to develop design campaigns, posters, brochures, direct mail pieces, web/email/social media graphics, interior/exterior signage
- Design and develop digital advertisements in multiple formats and sizes to support a broad online advertising campaign
- Create graphics and design layouts for emails, website, and social media accounts
- Ensure that final products are of high quality, adhere to College's brand, are completed on schedule
- Work in collaboration with Lead Creative Marketing Assistant to manage workflow
- In collaboration with department leadership, select production photography for marketing use, and edit images as necessary

Required Qualifications:

- UIC Federal Work Study awarded student
- Excellent written and oral communication skills
- Must have extensive knowledge of Adobe Creative Suite
- Experience designing graphics and layouts for emails a plus
- Experience designing animations a plus
- Basic understanding of HTML, CSS a plus
- Interest in the performing arts
- Impeccable attention to detail, layout and organization
- Must have a keen eye for design and photography and strive to develop aesthetically pleasing end results
- Ability to receive and process criticism on creative work

Salary:

\$10.20/hour with hours ranging from 6 - 10 hours/week
(During two theatre production weeks, hours may increase)

Position will remain open until filled.

For full consideration, please submit a portfolio, cover letter, resume, and current course schedule to gduart3@uic.edu. For more information, contact Guillermo Duarte at the email address listed.