

CHICAGO SYMPHONY ORCHESTRA ASSOCIATION JOB DESCRIPTION

TITLE: Design Associate

Reviewed: September 2023

FLSA STATUS: Non-Exempt

DEPARTMENT: Sales & Marketing

GENERAL SUMMARY

Facilitate the design and production of various promotional and institutional materials including, but not limited to, print and digital ads, direct mail, flyers, signage, invitations, web banners, email graphics, etc. (all collateral).

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Translate creative concepts into visually appealing and engaging designs and adapt them to various formats and platforms, including digital, print and social media.
2. Design and develop a variety of marketing collateral materials for the organization (e.g., print and digital ads, flyers, postcards, posters, signage, etc.).
3. Adhere to corporate brand guidelines on all assigned projects.
4. Prepare designs and materials using Adobe InDesign.
5. Manage creative assets using a digital asset management platform.
6. Independently manage projects and work collaboratively with cross-functional teams.
7. Provide quality assurance of all creative deliverables with a high attention to detail.

CSOA is an equal opportunity employer where all qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin. We value diversity and inclusion and seek to build and maintain a community and culture that celebrates and values diverse backgrounds, identities, and perspectives. We consider equivalent combinations of experience and education for jobs, and all candidates who believe they possess equivalent experience and education are encouraged to apply.

REPORTING RELATIONSHIPS

1. Reports to the Creative Director.
2. Other contacts include: Creative Services team, Marketing & Communications teams, CSOA staff and outside vendors.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

1. Bachelor's Degree in graphic design, fine arts or communications with a strong emphasis on graphic design.
2. Minimum of two (2) years of related professional work experience.
3. A fundamental understanding of marketing communications, brand positioning and what motivates people to react to imagery.
4. Strong creative inspiration, as evidenced by a diverse portfolio attached to the application.
5. Solid understanding of layout, typography, color theory and other graphic design principles and production methods.
6. Ability to work on multiple projects at once with quick turnaround times.
7. Superb attention to detail.
8. Expert knowledge of Adobe Creative Suite (Photoshop, Illustrator, InDesign) is required.

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- 9. Working knowledge of Microsoft Suite (Word, PowerPoint, Excel, Outlook, Teams).
- 10. Fine arts background strongly preferred.

WORKING CONDITIONS

Pleasant office environment.