

# PITTSBURGH OPERA

## Job Description - Manager of Graphic Design

### Company Information

Pittsburgh Opera  
2425 Liberty Avenue  
412.281.0912  
[www.pittsburghopera.org](http://www.pittsburghopera.org)

### Point of Contact

Kristin Gatch  
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412.281.0912 x234

Pittsburgh Opera, Inc., a Level II member of Opera America and a constituent organization of the Pittsburgh Cultural Trust, has an immediate opening and is seeking qualified applicants for the position of Manager of Graphic Design.

### Purpose

The Manager of Graphic Design will design and create the majority of Pittsburgh Opera's marketing and promotional materials, with the ultimate goal of making our mission and message engaging, interesting, and compelling to our patrons, donors, and the public at large.

### Essential Duties & Responsibilities

- Design, creation, and finished production of marketing and promotional materials
  - Program Books for six operas a season, plus for community events such as our [Brown Bag concerts](#), and various other recitals/performances
  - Print ads (magazines, newspapers)
  - Out-of-home ads (billboards, transit ads)
  - Direct mail pieces (brochures, postcards) for subscription, group, and single ticket sales
  - Posters
  - Promotional flyers
  - Event/in-theater signage
  - Digital ads
  - Various Development materials to promote individual, corporate, and foundation giving and related fundraisers/events
  - Miscellaneous collateral materials
- Contribute new ideas, suggest and implement improvements, bring to life Pittsburgh Opera's visual identity and message
- Gather content, concept layouts, prepare finished copy and art, prep files and final layouts
- Serve as Pittsburgh Opera's primary liaison to printers/publishers for the above – get quotes for jobs, submit artwork, review proofs, confirm delivery
- Collaborate with both internal and external constituencies and partners; take feedback from stakeholders and incorporate into designs/revisions
- Stay current on industry trends and best practices, including keeping up-to-date with the latest software and computer technologies
- Serve as a Pittsburgh Opera representative at company events and performances – greet patrons, answer questions, etc.

The Manager of Graphic Design will report to the Director of Marketing and Communications.

**Requirements:**

- Bachelor's or Associate's degree or equivalent
- 3-5+ years' experience, either client-side or at an agency
- Fluency in relevant Adobe Creative Cloud products– InDesign, Photoshop, Illustrator, Premiere Pro
- Creativity
- Attention to detail
- Deadline-oriented and self-motivated, with a passion for excellence
- Graphic Design, layout, and typography skills
- Outstanding written and verbal communication skills
- Ability to work off-hours for company events and performances

**Helpful, but not required:**

- Knowledge of opera
- Passion for the arts

**Salary and Benefits:**

- The position is full-time exempt. Salary is commensurate with experience and demonstrated skills.
- Benefits include medical, dental, and vision; paid vacation and holidays.

The Pittsburgh Opera is a tax exempt 501(c)(3) organization and is an Equal Opportunity Employer.

**To apply:**

Please respond by email only to Kristin Gatch at [kgatch@pittsburghopera.org](mailto:kgatch@pittsburghopera.org). Your application package should include a cover letter providing your salary requirements/expectations and resume.