



POSITION ANNOUNCEMENT

Job Title: Design Manager
Reports to: Senior Director of Marketing & Communications
Classification: Full-time, Exempt
Salary: Competitive for similarly-sized, non-profit organizations, plus full benefit package (paid vacation and sick days; health, dental, and flexible spending; life and disability insurance; and 403(b) retirement plan)
Start Date: Immediate

SUMMARY

Minnesota Opera, an internationally-recognized opera company and a national leader in the commissioning of new works, is seeking an accomplished Design Manager with impeccable graphic design skills, exceptional project management experience, and a passion for the arts to play a key role in the success of the company.

RESPONSIBILITIES

A new position for the company, the Design Manager will be responsible for:

- Working with the Sr. Director of Marketing & Communications and the Marketing Director to create and implement a graphic design process for the company, ensuring a smooth path from project conception to completion that can be utilized by all departments.
- Serving as the primary graphic designer for the organization.
- Creating dynamic and engaging materials – including, but not limited to brochures, print and electronic ads, e-mails, postcards, flyers, banners, billboards, online collateral, merchandise, and more – that help advance Minnesota Opera’s mission to produce opera and opera education programs that expand the art form, nurture artists, enrich audiences and contribute to the vitality of the community.
- Maintaining an accurate and up-to-date design calendar for the organization, ensuring that sufficient time is allotted for projects, and communicating with stakeholders in a timely fashion to determine needs, solicit feedback, and complete revisions.
- In partnership with the Sr. Director of Marketing & Communications and the Marketing Director, ensuring the Minnesota Opera brand and message is carried throughout all materials.
- Managing relationships with outside vendors, including printers and mail houses.
- Conducting thorough bidding processes for new projects to find the best combination of quality and cost, as well as conducting regular reviews of vendor pricing and negotiating the best value for the company.

- Maintaining a digital asset library of all marketing materials, photographs and logos. Ensure all materials are cataloged and filed in a logical and easily accessible manner, and continuously up to date.
- Collaborating closely with all departments, but especially Marketing & Communications and Development.
- Other duties as assigned.

QUALIFICATIONS

The ideal candidate for this position has:

- A Graphic Design degree with a minimum of 5 years demonstrated design accomplishments in a professional setting.
- Experience creating and managing a graphic design process in a fast-paced, high-volume environment.
- Experience in proofing, pre-flighting, preparing and press checking files.
- A practice of staying current with technology and applying new knowledge to job.
- Strong interpersonal, verbal and written communication skills.
- Experience managing outside designers, photographers and illustrators as appropriate.
- Experience working in, or supporting, arts or non-profit organizations.
- The ability to excel in both collaborative and self-directed projects.
- Technical Skills: Expertise in Adobe Creative Suite required; web design and mobile application experience desirable.
- Experience with art direction for photoshoots, and video editing, a plus.
- Strong typographic ability; strong attention to detail; experience managing commercial print production.
- A flexible and positive attitude that can adjust to changing needs and priorities.
- The ability to work effectively with a diverse group of creative professionals, including administrative staff and artists.

TO APPLY

Interested candidates are invited submit a resume and portfolio to Kyle Clausen, Senior Director of Marketing & Communications, at kclausen@mnopera.org. No phone calls, please.

Minnesota Opera is an Equal Opportunity Employer

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