Paper Mill Playhouse

Digital Media and Graphic Design Associate

Reports to: Director of Communications, Marketing, & Membership

Status: Full Time/Benefits Eligible/Exempt

Job Summary:

The Digital Media and Graphic Design Associate is an extremely creative and collaborative individual who creates promotional, educational, and archival media for the organization in a variety of formats.

Responsibilities:

The Digital Media and Graphic Design Associate will:

- Work with the marketing team to create and/or manage the creation of appropriate content for the theater's social media, mobile app, e-blasts, Website, and other marketing efforts.
- Produce multimedia content to engage consumers on multiple platforms including, but not limited to: video, photos, podcasts, blogs, articles, app and social media presentations including those used for as audience enrichment and promotional purposes.
- Create and maintain a photo and video archival library of Paper Mill Playhouse mainstage productions, education programs and special events.
- Work with Paper Mill's Director of Communications, Marketing, & Membership to coordinate the creation of all promotional media, including show footage (b-roll) and photos, from conception and storyboarding to completion.
- Work with Senior Graphic Designer on a variety of Marketing materials. Including, but not limited to: the creation of dramaturgical board displays, animations, and videos created for the Lobby with each main stage production.
- Work with Paper Mill's Ticketing and Audience Services Manager to keep the Paper Mill Mobile App up-to-date and engaging for audience members
- Create app-exclusive content including video collaborations with the Education & Artistic departments.

Qualifications
- Proficiency in: Social Media Platforms, Adobe Suite (Photoshop/After Effects/Premiere Pro), Google Analytics, Google AdWords, website administration.
- Should exhibit a high degree of organization (both project oriented and a multi-tasker), attention to detail and ability to manage deadlines.
- Positive can-do attitude; ability to lead a project from conception to completion.
- Ability to work collaboratively as a team.
- Ability to work on select weekday evenings and weekends required.
- A commitment to equity, diversity, and inclusion with an ability to interact effectively with people of different cultures and socio-economic experiences, free from prejudice and aggressions.

Salary: $45,000/year

Apply
Paper Mill Playhouse is committed to hiring high caliber individuals of diverse backgrounds. We strive to provide our staff with a nurturing and inclusive environment, equal for all employees and optimal for their success. Paper Mill celebrates diversity and believes it enriches our work environment and the work on our stage and actively encourages applications from those with less visibility in the arts. We specifically welcome applications from those from Black, Hispanic, Asian and minority backgrounds.

Send cover letter and resume to Recruiting@PaperMill.org with subject line Digital Media and Graphic Design Associate. No phone calls, please. If selected for an interview, Paper Mill will happily cover the cost of transportation if necessary.

Note: Covid-19 vaccinations are mandatory for employees of Paper Mill Playhouse. Exemptions are allowed for medical reasons or a sincerely held religious belief with approval from management.