



CATHEDRAL ARTS PROJECT

Graphic Designer

About CAP

The Cathedral Arts Project is the leading nonprofit provider of quality, comprehensive and ongoing instruction in the visual and performing arts for elementary and middle school students in Duval County. The driving force behind all CAP programs is the belief that the arts matter – they provide essential skills, like creative thinking, perseverance, teamwork and self-discipline, that benefit all people in all areas of their lives. Voted one of the best places to work in Jacksonville in 2016, we offer a culture of creativity and collaboration right in the heart of downtown Jacksonville.

Reporting Structure

Position reports to the Chief Marketing Officer.

Overview

The Graphic Designer is responsible for ensuring the Cathedral Arts Project's design efforts promote excellence across all print, digital and multimedia platforms. The main areas of responsibility include print and digital design, as well as multimedia management and implementation, including creation of audio, animation and video content. The ideal candidate must thrive on creative design challenges and production duties and be able to work quickly and effectively in a collaborative environment.

Essential Responsibilities

DESIGN & PRINT

- Maintain CAP's brand identity and associated guidelines, ensuring all publications meet our standards, convey our organizational identity and reflect the CAP mission and vision.
- Design, refine and implement digital and print marketing materials for the organization in support of existing branding and materials, including Any Given Child.
- Prepare concepts, illustrations, design briefs and other visuals for major annual events, campaigns and collateral such as *Spring for the Arts*, Showcase of the Arts and the CAP Community Report.
- Work with MARCOM team to plan, design and produce branded print and digital collateral including brochures, posters, flyers, newsletters, e-communications and annual reports.
- Work with MARCOM team and professional photographers to provide compelling imagery for all organizational collateral.
- Enhance digital content with accompanying imagery for all CAP programs, including Any Given Child Jacksonville.

- Work with MARCOM team to develop an annual design plan.
- Elevate brand saliency through creative, thoughtful design.
- Liaise with printers and vendors to provide the required print/production specifications.
- Assist with print production and timelines.

MULTIMEDIA

- Work closely with MARCOM team to develop and maintain web content, digital marketing materials, and platforms for interaction, including our website, blog, social media pages, and video channels.
- Lead in-house film production, providing design and production support as needed.

EVENT MANAGEMENT

- Support the Chief Marketing Officer with event logistics as needed. Activities include but are not limited to set up, decor and presentation preparation.
- Support the MARCOM team at special and community events that align with CAP's mission.

Qualifications

- Outstanding attention to detail.
- Passion for innovative, creative and impactful design.
- Ability to organize, prioritize, manage, and successfully execute multiple assignments simultaneously.
- Ability to interact, communicate and present ideas in a group setting.
- Strong skills in page layout, color theory, typography, image/file usage, and organizational branding.
- Proficiency in industry software and technology, including Adobe InDesign, Photoshop and Illustrator. Experience with Premiere Pro and After Effects a plus.
- Understanding of HTML/CSS and modern web design principles.
- Excellent written and verbal communication skills.
- Ability to work in a small, collaborative, fast-paced environment with proven ability to adhere to deadlines and budgets.

Experience & Education

- Experience designing and producing collateral materials, including but not limited to corporate and social stationery, brochures, posters, publications, web/digital graphics, Power Point presentations, mailings, signage, flyers, merchandise and other branded materials.
- Bachelors or equivalent degree in graphic design or related field.

- 5+ years work experience in graphic design or related field.
- Experience in marketing/communication design for non-profits a plus.

Compensation & Benefits

- Position is full-time salaried. Salary commensurate with qualifications and experience
- Medical (PPO or HMO), dental and vision insurance available, with CAP covering 75% of the costs of individual medical insurance
- Generous paid time off, including 21 days of PTO, 24 paid holidays and a flexible, family-friendly schedule
- Gym membership available with CAP covering 50% of the monthly membership fee

Performance Appraisals

The Graphic Designer will be given quarterly performance appraisals.

To Apply

Please submit a cover letter, resume and portfolio to hr@capkids.org. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. For more information about the Cathedral Arts Project, visit capkids.org.