

# APOLLO

**JOB TITLE:** Graphic Designer  
**DEPARTMENT NAME:** Marketing and Communications  
**LOCATION:** New York, NY  
**REPORTS TO:** Graphic Design Manager  
**FLSA STATUS:** Non-Exempt

**Organization:** The Apollo is a commissioner and presenter; catalyst for new artists, audiences, and creative workforce; and partner in the projection of the African American narrative and its role in the development of American and global culture.

**Position Summary:** This position will execute graphic design for Apollo presentations, the Apollo Theater website, print and digital advertisements, and social media channels. In addition, you will be a key contributor in ensuring a consistent Apollo Theater brand. We are seeking an individual that possesses impeccable time and project management skills and is passionate about the performing arts.

## Responsibilities:

- Design artwork and creative assets for use in digital and print media, including paid advertising, internal assets, social media assets, etc.
- Articulate design ideas to other departments and foster collaborative relationships across the organization.
- Maintain the consistency of our brand identity across all creative assets.
- Organize and prioritize requests for graphic design.
- Exercise good judgment when interpreting directions.
- Maintain impeccable production files and organize production and exported files on shared drive.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, ability, and/or competency required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Proficient in Adobe CC, including After Effects, Illustrator, InDesign, Photoshop.
- Experience creating dynamic motion graphics.
- Strong understanding of brand systems.
- Experience working in a fast-paced environment.
- Ability to execute multiple graphic design projects simultaneously with consistent usage of the Apollo brand guidelines and standards.
- Strong communication and organizational skills.
- Bachelor's degree and 2-3 years of design experience or a combination of education, skills and ability.

## VACCINATION REQUIRED

Vaccination is required, however, the company will consider accommodations for medical and religious-based reasons.

***To apply, send cover letters, resumes to [Human.Resources@apollotheater.org](mailto:Human.Resources@apollotheater.org)  
Please include the job title in the email subject.***

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.