

*Join a team of creatives, come to work in an inspiring environment surrounded by exhibits and live music, and help bring amazing arts experiences to the residents of Prince George's County.*

Brentwood Arts Exchange, Graphic Design Coordinator

Brentwood Arts Exchange is seeking a graphic design candidate to join our unique and creative workplace. This position is primarily responsible for designing digital and printed marketing materials such as exhibition promo cards, music flyers, newsletter images, social media images, and other collateral designated by the marketing team. The graphic designer will also serve as front desk staff, providing customer service and administrative support to management, and performing other duties as assigned. The position will average 20 hours/week on site and flexible hours and availability are preferred. A proven history of strong design skills, ability to meet deadlines, competence in collaborating with a team, and familiarity with Microsoft Office Suite are requirements for this position. Interest in the arts, arts marketing and arts management preferred.

*Graphic Design Coordinator Responsibilities* include but are not limited to the following:

- Design and edit marketing materials for a variety of events and mediums.
- Work seamlessly with other staff on the development of publicity materials related to their program responsibilities.
- Greet visitors, answer phone calls, and provide customer service at the gallery front desk.
- Perform routine office functions within the Microsoft Office Suite, and maintain physical organization of front desk area.
- Assist with facility bookings, sales, customer accounts, and class registrations.
- Work as a host at special events.

Pay: \$15-\$17/hour

**To Apply: Email statement of interest and resume to [brentwoodarts@pgparks.com](mailto:brentwoodarts@pgparks.com)**

Best consideration date: Friday, December 17, 2021