

GRAPHIC DESIGNER

Theatre NorthWest | Prince George, BC
Part-Time Permanent | 20 hours per week
\$25–\$30 per hour, depending on experience
Benefits package available

Theatre NorthWest is seeking a creative, organized and collaborative **Graphic Designer** to join our team.

Theatre NorthWest is a professional theatre company located in Prince George, BC, serving audiences throughout North Central British Columbia. Our work includes a three-production professional MainStage season, staged readings, accessibility programming, artist development, community programming, fundraising events and special projects.

We are looking for a designer who can help bring all of that work to life visually.

The Position

The Graphic Designer is responsible for creating and maintaining Theatre NorthWest's visual materials across our season and organizational activities.

This is a **graphic design position**. The successful candidate will work closely with Theatre NorthWest staff who are responsible for marketing, communications, sponsorship and social media, but will not be responsible for managing social media accounts, developing marketing strategy or writing promotional content.

The position is approximately **20 hours per week** and is intended to be an ongoing, permanent part-time position.

What You'll Design

The Graphic Designer will create materials for Theatre NorthWest's MainStage productions, fundraising events, community programs and organizational communications. Depending on the project, this may include:

- Production and season artwork
- Posters, postcards, rack cards and other promotional materials
- Newspaper, magazine and digital advertising
- Social media graphics and digital assets
- Website graphics
- Email and newsletter graphics
- Signage and lobby materials
- Programs and digital programs
- Fundraising and special-event materials

- Sponsorship recognition and advertising materials
- Season brochures and subscription materials
- Donor and organizational materials
- Templates and other branded resources for staff use

The Graphic Designer will also help maintain consistency across Theatre NorthWest's visual identity and ensure materials are appropriately prepared for print and digital distribution.

What We're Looking For

We're interested in someone with strong graphic design skills and a good visual eye who can work within an established organization while bringing creativity to individual projects.

The ideal candidate will have:

- Education, professional experience or a strong portfolio in graphic design
- Experience with professional design software, particularly Adobe Creative Suite
- Strong typography, layout and visual communication skills
- Experience preparing files for professional printing
- Experience designing for both print and digital platforms
- Excellent attention to detail
- Strong organizational and file-management skills
- The ability to manage several projects and deadlines at once
- The ability to receive feedback and make revisions collaboratively
- An understanding of accessibility and inclusive design, or an interest in developing those skills

Experience working with arts, cultural or non-profit organizations is an asset but is not required.

Most importantly, we are looking for someone who is a good collaborator, can meet deadlines, and understands that great design needs to be both beautiful **and useful**.

Hours, Compensation and Benefits

This is a **permanent part-time position of approximately 20 hours per week**.

The hourly wage is **\$25–\$30 per hour**, depending on experience.

Theatre NorthWest also offers a **benefits package** to eligible employees.

Some flexibility in scheduling is possible, although the position requires the ability to work collaboratively with the Theatre NorthWest team and respond to production and organizational deadlines.

About Theatre NorthWest

For more than 30 years, Theatre NorthWest has brought professional theatre to audiences in Prince George and throughout Northern British Columbia.

Alongside our professional MainStage season, our work includes staged readings, Relaxed Performances, artist development, community partnerships, Theatre in the Jail, educational programming and special events.

We believe that living in Northern BC should not mean having less access to professional arts and culture. We also believe that professional artists should be able to build meaningful careers in the North.

Theatre NorthWest is committed to creating an inclusive and accessible workplace. We encourage applications from people whose experiences and perspectives have historically been underrepresented in the arts.

How to Apply

Please send:

- A résumé
- A brief cover letter or introduction
- A portfolio or examples of your graphic design work

We are much more interested in seeing what you can do than receiving a perfectly polished cover letter.

Applications should be sent to ap@theatrenorthwest.com position open until filled.

We thank everyone who applies. Only those selected for an interview will be contacted.