

8/4/2020



The National Comedy Center, the United States' official cultural institution and museum dedicated to presenting the vital story of comedy and preserving its heritage for future generations, is seeking a **Creative Services Coordinator**. Opened in August 2018 in Jamestown, New York, the museum complex offers an unprecedented visitor experience using state-of-the-art technology, interactivity and personalization to create the first true 21st Century museum environment. *USA Today* recently named the National Comedy Center the "Best New Museum" in the country, *TIME* magazine named it one of its "World's Greatest Places," and *People* magazine called it one of its "100 Reasons to Love America."

Reporting to the Manager of Marketing & Communications, the Creative Services Coordinator will serve as a key staff member within the Marketing and Communications department, providing creative services support, including graphic design, copywriting, video editing, content development and social media platform management, as well as eCommerce initiatives to support marketing and branding goals. The Creative Services Coordinator will have in-depth knowledge of graphic design and current design technology with expertise in the Adobe suite of products. This includes Photoshop, Illustrator and InDesign. The successful candidate will also have strong copy writing/editing skills, experience managing social media platforms, basic knowledge of HTML preferred (strong knowledge of HTML a plus), experience with video editing/motion graphics software and CRM/database management tools.

Responsibilities include:

- Transform creative concepts into effective in-brand marketing/promotion work.
- Design digital assets for our website, email, social media pages, video content, and branded campaigns.
- Design print assets including event materials, brochures, and posters and point of purchase material.
- Design promotional pieces and digital marketing assets for brick & mortar retail and eCommerce initiatives.
- Assist with day-to-day management of social platforms.
- Write promotional copy for marketing materials and digital platforms.
- Assist as needed with photo and video shoots.
- Work closely with outside agencies/designers as needed.
- Assist with CRM/database management initiatives as needed.
- Ensure that all marketing materials maintain visual and verbal brand consistency

A Bachelor's degree, preferably in graphic design, multimedia design, marketing or communications is required. A minimum of 2-3 years of experience in a graphic design/creative services role and expertise with Google Suite (Docs, Sheets, Slides), Excel and PPT are also required. Qualified candidates may send a resume and cover letter to MaryEllen Carlo, Director of Search Services at Career Partners International Buffalo | Niagara at mecarlo@cpibn.com.

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This position offers the option for remote work 85% of the time but will require on-site support two to three days per month, so living within a reasonable driving distance to Jamestown, NY is required.