

**Job Title:** Temporary Graphic Designer (Part Time/Freelance)

**Location:** Remote

**Reports to:** Director of Marketing

### **Position Overview**

Tilles Center for the Performing Arts at Long Island University seeks an experienced Graphic Designer for a temporary remote contract engagement through December 2026. Working closely with the Director of Marketing, this individual will support the creation and adaptation of print and digital materials promoting performances, special events, educational programs, fundraising initiatives, and institutional priorities.

The position is anticipated to average approximately 7–10 hours per week, with workload fluctuating based on project schedules and seasonal marketing needs

The ideal candidate is a strong designer with excellent production skills who can work independently, manage multiple deadlines, communicate clearly, and deliver polished materials for both print and digital use.

### **Key Responsibilities**

- Design and produce a variety of print and digital marketing materials, including printed programs, brochures, posters, inserts, event collateral, advertisements, and promotional graphics.
- Design and produce Tilles Center's annual Glam brochure (approximately 20–24 pages).
- Design and execute the annual CenterStage shell design project.
- Localize artist-supplied artwork and adapt creative assets across digital and print platforms.
- Prepare press-ready files and coordinate with printers and vendors as needed.
- Support special projects, including Tilles Jazz Fest and other Center initiatives.

### **Qualifications**

- Bachelor's degree in Graphic Design, Visual Communications, Fine Arts, or a related field, or equivalent professional experience.
- Minimum 5 years of professional graphic design experience.
- Advanced proficiency in Adobe InDesign, Photoshop, and Illustrator.
- Strong portfolio demonstrating excellence in both print and digital design.

- Experience preparing files for professional print production.
- Strong attention to detail and commitment to producing accurate, polished work.
- Excellent organizational and project management skills.
- Ability to manage multiple deadlines simultaneously and proactively communicate project status, timelines, and potential roadblocks.
- Responsive, dependable, and comfortable working independently in a remote environment.

### **Preferred Qualifications**

- Experience in performing arts, entertainment, nonprofit, cultural, higher education, or event marketing.
- Experience designing long-form publications, event programs, brochures, and other audience-facing materials.
- Experience adapting existing creative assets across multiple formats and specifications.

### **Compensation & Term**

- Part-time freelance engagement expected through December 2026.
- Anticipated average workload of approximately 7–10 hours per week, with weekly workload fluctuating based on project needs.
- Compensation range: \$85–\$100 per hour, commensurate with experience.

### **To Apply**

Please submit via email to [ece.ozaman@liu.edu](mailto:ece.ozaman@liu.edu):

- Resume
- Portfolio or portfolio link
- Brief cover letter outlining your relevant experience, availability, and hourly rate

Applications without a portfolio will not be considered.

Tilles Center and Long Island University are committed to building a diverse, inclusive, and equitable community. We welcome applicants from all backgrounds and experiences.

Employment is contingent upon eligibility to work in the United States.

Long Island University is an Affirmative Action / Equal Opportunity Employer.