UM Productions Graphic Design Coordinator

UM Productions is a student-run, student-funded organization that has experienced enormous success for over 45 years at The University Of Montana. The mission of UMP is to provide a diverse array of entertainment to the campus, the community and western Montana. Positions at UMP provide students with an outstanding opportunity to develop personally and professionally. Due to the nature of the entertainment business and the commitment of UMP to maintain its outstanding reputation, only the most committed and enthusiastic shall be considered.

JOB SUMMARY:
This position is directly responsible for creating all ads, posters, flyers, brochures, and other printed materials needed by UM Productions to market events. These events are designed to provide a diverse array of entertainment for the campus and the community.

QUALIFICATIONS:
• Moderate to advanced knowledge of Apple Macintosh computers and Adobe graphic design programs (Photoshop and Illustrator)
• High level of creativity, organization, responsibility and a desire to learn
• Timeliness and the ability to meet deadlines is essential
• An eye for detail
• Outgoing person who easily talks with others
• Ability to maintain relations with various students, staff, departments and the community
• Strong oral and written communication
• Self-motivated, willing to take the initiative to complete tasks
• Experience with promotion and marketing of events preferred
• UM student taking six or more credits and currently in good standing with the University

EXPECTATIONS AND RESPONSIBILITIES:
• Develop positive working relationships with various newspapers and advertising professionals both on campus and within the community
• Work closely with the UM Productions Marketing Coordinator to create exciting ad campaigns
• Possess excellent organizational skills
• Coordinate with others within the office, but be able to complete projects on your own
• Actively promote and market programs/events to a broad, diverse audience
• Maintain accurate records
• Hold daily office hours
• Attend employee meetings and training
• Other duties as assigned by the UM Productions Director and Advisor

IN RETURN YOU GET:
This position is an excellent opportunity to learn and work in the entertainment field, develop important business skills, and experience group dynamics. This is a 12-month position which pays Minimum wage +$.30 per hour up to 40 hours per pay period. The Graphic Design Coordinator is responsible for his/her tasks, should the work load exceed 40 hours per pay period. This position operates on an “as needed” basis. All coordinators are encouraged to make arrangements for independent study or internship to tie into their appointment to augment their academic record.