



Media Specialist

MCT, Inc. (Missoula Community Theatre and Missoula Children's Theatre) has an immediate opening for a full-time (40 hours/week) Media Specialist.

Responsibilities Include:

- Graphic design for all local and corporate marketing needs.
- Update pre-established templates of all company playbills and posters for shows while maintaining the company's branding.
- Apply graphic design principles and techniques within tight deadlines with minimal creative direction.
- Design and layout of advertisements (print and online) of upcoming performances, camps, classes etc.
- Creation of all company brochures
- Serves as the primary liaison with various printing companies.
- Occasional logo design for new performances.
- Company Website maintenance and design.

Knowledge, Skills, and Abilities:

- 2+ years' experience
- High school diploma but the ideal candidate has a bachelor's degree in graphic design, visual communications, marketing or another related discipline and/or combined education and equivalent experience.
- Advanced knowledge of Adobe InDesign, Illustrator, and Photoshop (CS5 or higher), and WordPress.
- Moderate knowledge of Microsoft Word, Excel, and PowerPoint
- Ability to think creatively, strategically, and independently.
- Excellent time management skills.
- Understanding of how to optimize files for print, from large-scale to multi-page documents.
- Willingness to learn on the job.
- Ability to work effectively on a PC platform
- Knowledge of the theatre industry is highly desirable.

Compensation: Annual wage range is **\$32,000 to \$35,000** DOE.

Please email resume, letter of interest, and [application](#) to Victoria Larson: vlarson@MCTinc.org by **May 16, 2022. No phone calls please.**

MCT is an Equal Opportunity Employer committed to equity, diversity, inclusion and justice in our organization and our community, and thus we seek a broad spectrum of employees. We strongly encourage and welcome applicants who are Black, Indigenous or People of Color, as well as those who are from other underrepresented communities.