



Graphic Designer (Part-Time)

Merrimack Repertory Theatre, a LORT D regional non-profit theatre located in Lowell, MA, is seeking a **Graphic Designer**.

The Graphic Designer serves as a key member of MRT's Marketing team, working closely with the Director of Marketing to create compelling visual materials that promote productions, education programs, fundraising initiatives, and institutional messaging. The ideal candidate is a creative, collaborative designer who is excited to help shape the visual voice of a dynamic regional theatre, creating work that inspires audiences across print, digital, and social media while supporting ticket sales, fundraising, and community engagement. The ideal candidate is someone who thrives in a fast-paced, deadline-driven environment and understands the power of arts marketing.

All MRT employees are expected to embrace our mission statement and current strategic plan tenet of modeling Equity, Diversity, and Inclusion at our core. MRT staff works in a manner consistent with these values by providing ongoing training, education, and action toward becoming an anti-racist and more just institution.

PRIMARY DUTIES

Marketing & Communications

- Design promotional materials including season brochures, show artwork, posters, postcards, flyers, playbills, signage, and other print collaterals.
- Create digital assets for social media, email marketing campaigns, website updates, digital advertising, and other online communications.
- Collaborate with the Director of Marketing to develop creative campaigns that engage new and returning audiences.
- Maintain consistency with MRT's brand standards and visual identity across all print and digital platforms.
- Prepare print-ready files and coordinate with printers and outside vendors to ensure quality production and timely delivery.
- Resize, edit, and adapt artwork for multiple formats and distribution channels.
- Assist in maintaining and organizing MRT's digital asset library.

Development & Institutional Support

- Design materials for fundraising campaigns, donor communications, annual appeals, sponsorship opportunities, and special events.
- Create invitations, event programs, signage, presentation materials, and other collateral for donor cultivation and stewardship.
- Collaborate with Development staff to ensure consistent branding across fundraising initiatives.



Collaboration & Project Management

- Work collaboratively with staff across Marketing, Development, Education, Production, and Administration to meet project goals and deadlines.
- Manage multiple design projects simultaneously while maintaining exceptional attention to detail.
- Participate in creative planning meetings and contribute ideas for production marketing campaigns and institutional branding.
- Stay informed on current graphic design trends and recommend creative solutions that strengthen MRT's marketing efforts.
- Other duties as assigned.

Qualifications

- Bachelor's degree in Graphic Design, Visual Communications, Fine Arts, or related field, or equivalent professional experience.
- 3–5 years of professional graphic design experience preferred.
- Advanced proficiency in Adobe Creative Suite, particularly InDesign, Illustrator, and Photoshop.
- Strong portfolio demonstrating excellence in both print and digital design.
- Excellent typography, layout, branding, and visual storytelling skills.
- Demonstrated ability to manage multiple projects and deadlines in a collaborative environment.
- Strong communication, organizational, and interpersonal skills.
- Experience designing for nonprofit organizations, performing arts organizations, live entertainment, or cultural institutions is strongly preferred.
- Experience with photography, video editing, motion graphics, Canva, or basic web design is a plus.

Working Conditions

This is a part-time consultant position, averaging **15–20 hours per week**. Most work may be completed remotely with flexible scheduling; however, attendance at periodic on-site meetings, production photo shoots, dress rehearsals, and special events in Lowell is expected. Evening and weekend availability may be required during productions, special events, and major marketing campaigns.

Physical Requirements

- Ability to work at a computer for extended periods.
- Ability to occasionally lift and carry materials weighing up to 20 pounds.
- Ability to travel to MRT facilities and event locations as needed.



How To Apply

Please send the following materials to jobs@mrt.org with **Graphic Designer** in the subject line:

- Cover letter
- Resume
- Portfolio showcasing relevant print and digital design work
- Three professional references

No phone calls, please.

Compensation

\$40 / hour. Approximately 780 hours.

About this Organization

Merrimack Repertory Theatre, founded in 1979, is a professional non-profit theatre company based in Lowell, Massachusetts. We operate as a member of the League of Resident Theatres (LORT), with collective bargaining agreements with Actors' Equity Association, United Scenic Artists, and the Society of Stage Directors & Choreographers. MRT is a Constituent of Theatre Communications Group, the national organization for the nonprofit American theatre. We produce a five-play season, along with education and community engagement programs, serving audiences throughout the Merrimack Valley and beyond.