

## MARKETING ASSOCIATE - GRAPHIC DESIGN & WEB

Seeking an experienced and enthusiastic full-time Marketing Associate for the Nelda C. & H.J. Lutcher Stark Foundation. The Nelda C. and H.J. Lutcher Stark Foundation is a private operating foundation established in 1961 to encourage and assist education and to improve and enrich the quality of life in Southeast Texas. The Stark Foundation seeks to continue the legacy of its founders through the programs of The Stark Museum of Art, The W.H. Stark House, Shangri La Botanical Gardens and Nature Center, and Frances Ann Lutcher Theater for the Performing Arts, as well as the Miriam Lutcher Stark Contest in Reading and Declamation. These venues, programs and activities provide the community and region with rich resources and opportunities for study and enjoyment of the arts, history and nature. [www.starkculturalvenues.org](http://www.starkculturalvenues.org)

### **Job Summary:**

The Marketing Associate's main objective is to develop and administer marketing, branding, advertising and other promotional activities of the Stark Foundation and Stark Cultural Venues (SCV) in a manner that is proactive, creative and effective, and meets organizational objectives.

### **QUALIFICATIONS**

**Education:** Bachelor's degree in Graphic Design, Marketing or Communications

**Experience:** Skill and experience in creating ad design and collateral materials; comprehensive graphic design experience; knowledge of media production, communication and dissemination techniques and methods, including alternative ways to inform via written, oral and visual media; knowledge of HTML/website coding using WordPress.

**Interpersonal Skills:** Position requires an outgoing, courteous, and enthusiastic personality; high level of professionalism; customer service-oriented focus and ability to related effectively with people of various backgrounds and ages; requires contact with individuals and teams (face to face, electronic and telephone) and the ability to interact professionally and effectively with patrons, visitors, customers, co-workers, vendors and members of the media.

**Technology/Computer Skills:** Proficiency in Microsoft Office Suite (Word, Excel, Outlook), Adobe Creative Suite, and WordPress

**Compensation:** Competitive salary determined based on qualifications. Full-time position with excellent benefit package which includes medical, dental, and life insurance; defined benefit pension and 403b retirement plans; generous paid sick leave, vacation and holidays.

**Application Process:** Submit cover letter with salary requirement, resume, digital portfolio, and contact information for three references to Jennifer Barroeta, HR Manager, Nelda C. and H.J. Lutcher Stark Foundation, [jbarroeta@starkfoundation.org](mailto:jbarroeta@starkfoundation.org). Please put "Marketing Associate" on the subject line. **The deadline for submission is April 13, 2018 or until filled.**