

Short-term, Part-Time Production Designer

(Temporary Position)

September 1, 2025 – December 19, 2025

15 hours/week | \$35/hour | Hybrid/Flexible Work Environment

Portland Oventions is a vibrant nonprofit performing arts organization in Portland, Maine connecting artists and audiences through a diverse array of arts experiences onstage and off. With performances in classical, pop, and jazz; traditional, classical, and contemporary dance; and theater ranging from solo tour-de-forces to Broadway National Tours, Oventions aims to make the performing arts an integral part of everyday life. Our dedicated team is at the heart of Portland's Arts District. Oventions has a long history of collaborating with other arts organizations, schools, community service organizations, and local businesses and strongly believes that engagement in the arts is part of how we support the wellbeing of our communities.

Working with the Associate Director, the short-term P/T Production Designer designs and delivers sales-driven marketing campaigns and organizational materials across digital and print platforms. The focus is on applying established templates and brand assets to create compelling visuals and content that support ticket sales, promotions, and audience engagement.

Key Responsibilities:

Production Design

- Create weekly print ads and promotional graphics
- Design and coordinate direct mail postcards with print vendors
- Produce graphics and short-form video clips for social media (Facebook, Instagram, LinkedIn)
- Design and format Broadway program books (e.g., *Tina – The Tina Turner Musical*)
- Support staff and departments on unique or time-sensitive projects

Digital Marketing

- Design and build e-blasts using Wordfly
- Update event content and visuals on portlandovations.org
- Edit artist-provided videos for TV ads and audio files for radio
- Design and submit display ads for digital ad campaigns
- Draft and schedule ticket buyer communications

Ideal Candidate Will Have:

- 2+ years of design experience (nonprofit/arts preferred)
- Expertise with Adobe Creative Suite (especially InDesign and Photoshop)
- Experience with email marketing software (Wordfly, Constant Contact, Mail Chimp)
- Experience with Tessitura or other donor management software is a plus
- Proficiency with Microsoft Office suite of applications
- Strong ability to work independently with excellent project, time management and organizational skills.

Working Conditions and Physical Demands

Most work is performed at home or in an office environment not subject to extremes of noise, temperature, odor, etc. Operates computers, printers, and other office equipment. Work involves extended time at a desk, computer use, and small muscle tasks.

Compensation & Schedule:

- Temporary position of \$35/hour, estimated at 15 hours per week (schedule to be agreed upon)
- Employee benefits are not provided.
- Flexible hours, remote and in-office flexibility
- Parking is provided by Ovarions at a nearby garage for in-office work
- Position duration runs from September 1, 2025 – December 19, 2025
- Not required to work at performances—but welcome to attend!

Our Values

Portland Ovarions celebrates and supports different perspectives and lived experiences and believes an inclusive and diverse workplace creates a thriving organization benefiting all employees, programs, and communities. Ovarions is committed to being anti-racist and values belonging and social justice for all. Ovarions is an Equal Opportunity Employer.

How to Apply

Please send an email with a cover letter and resume to info@portlandovations.org with a subject line of Production Designer. Review of resumes will commence immediately and will continue until the position is filled.