



## **Mortimer & Mimi Levitt Foundation Interim Senior Designer/Art Director Position Announcement**

**Position Title:** Interim Senior Designer/Art Director

**Reports to:** Executive Vice President

**Location:** Echo Park, Los Angeles, CA; hybrid schedule

**Time Commitment:** Full-time, fixed term through August 2025. Start date is flexible (ideally February 2025).

**Announcement Date:** November 12, 2024

**Applications Due:** Open until filled

**Compensation:** \$7,000/month–\$8,000/month; commensurate with experience

### **About the Levitt Foundation**

The Mortimer & Mimi Levitt Foundation exists to strengthen the social fabric of America. We're a national social impact funder at the intersection of music, public space, and community building that partners with nonprofits and changemakers to build a more equitable, healthy, and thriving future for all. We realize our mission of *building community through music* through supporting free, live music, as well as projects and programs that advance equitable music ecosystems. In 2025, more than 650 free outdoor Levitt concerts will take place in 50+ towns and cities across America, bringing joy to nearly one million people of all ages and backgrounds.

The Levitt Foundation is committed to equity, diversity, and Inclusion (EDI) throughout our organization and all aspects of our work, recognizing this commitment as essential to realizing the Levitt mission. We value having a team with a wide range of perspectives, backgrounds, experiences, and skills so our approach to grantmaking is well-rounded and the connection with our team members and the communities we support is authentic. We strive to create a positive working culture through professional development opportunities, employee recognition, and team-building events and activities. We focus on creating a working environment that promotes collaboration and fairness. Our commitment to EDI fosters a culture where team members can truly belong, contribute, and grow. We believe in the value of every individual and encourage applications from people of any age, gender identity, sexual orientation, race, religion, ethnicity, disability, veteran status, and any other characteristic or identity. To learn more about the national Levitt network and the Levitt Foundation, visit [levitt.org](https://levitt.org).

### **Position Summary**

The Interim Senior Designer/Art Director will play a key role in the creative development and production operations of Levitt Foundation visual communications, from concept to completion. Bringing an awareness of design trends and best practices across media, this individual will collaborate with the Associate Vice President of Communications to find compelling ways to visually tell the Levitt Foundation's story. Additionally, the Interim Senior Designer/Art Director will help to build out, distribute, and educate internal team members on style guides, design standards, tools, and asset and media libraries that reflect the Foundation's visual branding strategy, while also supporting the creative growth of the Communications team, to ensure the production of fresh, high-quality design. This is a temporary, full-time, exempt position, providing coverage for the Levitt Foundation's Art Director who will be out on parental leave. This position reports directly to the Executive Vice President and collaborates regularly and provides creative mentorship to the Foundation's Communications team.

### **Key Responsibilities**

- Play a lead role in the Levitt Foundation’s visual storytelling, connecting brand strategy with design and generating creative ways to share the Levitt story through a visual lens
- In collaboration with the Executive Vice President and Associate Vice President of Communications, establish creative project goals and ensure they are met on time and on budget
- Create and/or guide the creative development of fresh, impactful designs for Levitt Foundation communications—taking them from concepts to final formats, including but not limited to: website content, email and social campaigns, presentations, advertisements, printed collateral, logos/identities, toolkits, graphic assets, and select video projects
- Provide art direction and feedback to Communications team members to ensure the execution of high-quality, on-brand deliverables; support the development of colleagues’ technical skills on design programs; share design best practices; and work with the Associate Vice President of Communications to ensure deadlines are met
- Regularly interface with the Foundation’s creative vendors including Mosaic (website development), external filmmakers, and photographers to support communications goals
- In collaboration with the Associate Vice President of Communications, guide the design and production of various promotional print and digital campaigns, including the launch of local, state-specific, and national grant applications; #MusicMoves social media campaign; virtual Levitt webinars; and more
- Build out campaign-specific style guides that reflect the Foundation’s visual branding strategy, streamline Communications team design workflows, and ensure smooth cross-departmental collaborations
- In collaboration with the Executive Vice President and Associate Vice President of Communications, conceptualize a place-based branding strategy for the 2026 Levitt National Convening
- Perform other related duties, as assigned

### **Qualifications**

- 5-7+ years of graphic design, ideally with experience providing art direction
- Excellent communicator and collaborator, ideally with experience managing others
- Organized, creative, and detail-oriented
- Strong graphic design skills, with the ability to design a compelling suite of digital and print deliverables for use across multiple platforms
- Advanced knowledge of the Adobe Creative Suite—particularly Illustrator, Photoshop, and InDesign
- Strong storytelling skills, with the ability to craft clear and engaging visual narratives for multiple audiences
- Advanced knowledge of PowerPoint and working knowledge of Keynote
- Comfort working in a fast-paced, deadline driven environment
- Ability to adapt to shifting priorities
- Self-motivated individual who also excels in a collaborative setting
- Passion for mission-driven work in the arts, creative placemaking/placekeeping, arts for social impact, civic revitalization, or a related field
- Adobe Lightroom experience a plus, but not required
- Adobe Premiere Pro experience a plus (for occasional video editing support), but not required
- Familiarity with Wordpress, a plus, but not required

### **Application Submission**

To apply, email a cover letter, resume, and portfolio of your work to [search@levitt.org](mailto:search@levitt.org), including “Interim Senior Designer/Art Director” in the subject line.

The Levitt Foundation offers a dynamic work environment and competitive compensation commensurate with experience.

**Our Commitment to Equity, Diversity and Inclusion:** We deeply understand the value of bringing together a team with different perspectives, backgrounds, and life experiences, and we prioritize diversity within our team. We encourage people from underrepresented backgrounds to apply.