



Request for Qualifications: Graphic Design Contractor

About Us

As the advocacy and lobbying organization for arts and culture in Illinois, Arts Alliance supports the creative community by championing policies, securing funding, and building connections that help artists and organizations grow.

Our work ranges from protecting and increasing funding for arts and culture, including making that funding more accessible through 1:1 support in our Help Desk; improving the landscape for creative workers so they can build lasting careers; ensuring all K-12 students have access to quality arts education; and supporting research that shows the impact of arts and culture in Illinois.

Role Description

Arts Alliance Illinois seeks a graphic design contractor to support the visual needs of upcoming campaigns and events. This contractor will work closely with the communications team to ensure that all materials are on-brand, engaging, and effective in advancing the organization's mission.

Compensation

This is a contract role beginning as soon as possible and running through September 30, 2026. The contractor can expect to work 5–15 hours per month. Compensation is offered at an hourly rate of \$40–\$90, commensurate with experience.

Selection Process

Our selection process includes the following steps:

- Application and portfolio submission
- 30-minute Zoom interview with the Director of Communications.

Arts Alliance Illinois values diversity and is committed to building an inclusive workplace that represents a variety of backgrounds, perspectives, and skills. We encourage Black, Indigenous or People of Color, immigrants, LGBTQ individuals, people with disabilities, people without college degrees, and anyone part of a group that has been historically discriminated against, to apply.

The ideal candidate will have the following characteristics:

- Ability to work independently and manage time effectively, while maintaining clear and timely communication with Arts Alliance staff.

Arts Alliance^{IL}

- Professionalism, reliability, and respect in all interactions, including responsiveness under tight deadlines.
- Capacity to self-direct and complete assignments, while recognizing when to seek clarification or input from Arts Alliance staff.
- Commitment to the belief that arts and culture are vital to strong local communities and worth investing in.

Job Duties

The contractor will provide design support across a variety of platforms and formats, including but not limited to:

- Social media campaigns and announcements
- Presentations, one-pagers, and other collateral
- Email banners and digital campaign assets
- Occasional design work for the Arts Alliance website

The selected contractor will be given access to all of Arts Alliance Illinois' media assets, including branding guidelines, photo and video repositories, and some existing templates.

Skills and Experience

To be considered for this position, candidates must demonstrate the following:

- Strong portfolio of graphic design work across digital and print platforms
- Proficiency with design tools, including Adobe Creative Suite and Canva
- Experience creating designs aligned with existing brand guidelines
- Ability to deliver high-quality work on short timelines and balance multiple projects at once
- Familiarity with nonprofit or advocacy communications a plus

The following can make your application stronger, but is not required:

- Experience with arts/culture/creative industries

To apply, please submit a portfolio, resume, and a BRIEF cover letter (a paragraph is fine!) to hiring@artsalliance.org.

Note that final candidates will be asked to submit 2-3 past client references after completing the 30-minute interview.

Priority Deadline: Wednesday, October 8.



INTERNAL NOTES PAGE

Interview process questions: How much time do you take to turn things around?