

## MIDWEST THEOLOGICAL FORUM

### Design & Marketing Assistant

Reports to: Director of Design and Marketing  
Type: Full-Time/Hourly  
Location: Downers Grove, IL

The Design and Marketing Assistant supports the creative, marketing, and digital communications efforts of Midwest Theological Forum (MTF) and its programs. The assistant's primary focus is on photography, videography, marketing content creation, and social media management, while also assisting in design, production, and digital publishing projects as needed.

#### PRIMARY RESPONSIBILITIES

- Plan, shoot, and edit high-quality product photography for print, digital, and e-commerce use.
- Manage video shoots from concept through post-production, including script support, lighting, and sound.
- Set up and maintain a small in-house studio with professional lighting, backgrounds, and camera equipment.
- Capture event and editorial photography/videography for marketing and promotional use.
- Develop marketing strategies for social media platforms, ensuring consistent brand voice and visual quality.
- Create video content optimized for social media and marketing campaigns.
- Assist with layout design, collateral (flyers, brochures, catalogs), and digital book creation.

*Additional duties may be required depending on needs and goals of the organization and team.*

#### QUALIFICATIONS AND PREFERRED EXPERIENCE

- Bachelor's degree in marketing, graphic design, web design, or a related field.
- 2 years of professional experience in photography, videography, marketing, or digital content creation.
- Strong visual sense and storytelling ability aligned with brand and marketing goals.
- Strong technical skills and a basic understanding of design principles, industry trends, and design tools like Adobe Creative Suite (Photoshop, Illustrator, InDesign).
- Experience with managing multiple projects and deadlines at a time ranging in size and scope.
- Strong organizational and time-management skills; ability to manage multiple projects and deadlines.
- Ability to travel as needed for programs, conferences, and trade shows.