

New Jersey Intergenerational Orchestra

Job Posting: Design and Web Associate

Position: Design and Web Associate

Organization: New Jersey Intergenerational Orchestra (NJIO)

Location: Remote

Hours: Approximately 140 hours annually (2-6 hours weekly)

Pay: \$22/hr, W-2 employee.

Target Start Date: July 20, 2026

Application Deadline: June 20, 2026

Job Description:

New Jersey Intergenerational Orchestra (NJIO), a non-profit orchestra program open to all ages and skill levels based in Summit, NJ, seeks a Design and Web Associate. This position is responsible for graphic design, print production, and website maintenance. This job is part-time, fully remote, and reports to the Managing Director.

Responsibilities:

The responsibilities for this position fall into three categories: Graphic design and print, website maintenance, and content coordination.

Graphic Design and Print (65%):

- Design all promotional flyers and other content, including concert flyers for 4 annual performances, invitations, signage, fundraising letters, reports, etc.
- Create program book for 4 annual performances, including designing the program book cover, lay out content and ads, and prepare final book files for proofing and printing
- Create miscellaneous social media graphics as needed

Website Maintenance (20%):

- Update website information for each new concert cycle
- Update educational programming information (registration, dates, etc) as needed
- Make miscellaneous website updates

Content Coordination (15%):

- Coordinate content for program books with staff
- Organize and upload photos and videos from concerts

Estimated time required for position:

Time required for this position will vary as our programming ebbs and flows throughout the year. September through May is busiest. Slowest parts of the year (June-August) may require less than 2 hours per week. The busiest part of the year (October and November) will be closer to 6-7 hours a week.

Compensation:

This position is compensated hourly at \$22/hr. At 140 hours annually, total compensation is approximately \$3,080. Payroll is monthly.

Required skills and strengths:

- Reliability and adherence to deadlines
- Strong communication skills on a collaborative team
- Proficiency in Canva
- Experience with or ability to learn Wix website management
- Ability to work independently with clear direction via project management tools
- Ability to work within brand guidelines for all design projects

Bonus points for:

- Interest or familiarity with classical music or performing arts
- Located in New Jersey (*not required*)
- Experience with video editing
- Familiarity with non-profit communications

To apply:

Please send the following to Allison Russo, Managing Director at ARusso@NJIO.org by June 20, 2026:

- Your resume
- Two to three work samples relevant to print or digital designs (flyers, programs, social graphics, etc)—files or links are both fine.
- A brief paragraph (3-5 sentences) about why this role interests you specifically. This can be in the body of the email or a separate document.

Reasonable accommodations can be made for applicants with disabilities during the hiring process and on the job. Those historically excluded from the orchestral field are encouraged to apply. NJIO is an equal opportunity employer.