



Shunga Trail



Energy Plaza



Cyrus Hotel Rooftop

# The Gig:

## Brand Manager, Greater Topeka Partnership

The Greater Topeka Partnership's Brand Manager will be an integral member of the Partnership team! This important position is responsible for preparing visual presentations through video, photography and graphic design while providing the creative team with ideas, suggestions, and guidance. The Brand Manager also oversees and manages the overall branding direction for the Topeka Partnership and how all brands fit together into the whole of the organization. Major duties include:

- Prepares work to be accomplished by gathering information and materials.
- Plans concept by studying information and materials.
- Illustrates concept by designing rough layout of art and copy regarding arrangement, size, type size and style, and related aesthetic concepts.
- Obtains approval of concept by submitting rough layout for approval.
- Works with various sources of feedback to create final piece.
- Completes projects by coordinating with outside agencies, art services, printers, etc.
- Maintains technical knowledge by attending design workshops; reviewing professional publications; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.
- Act as a creative leader.
- Maintains and manages brand standards for all the organizations and campaigns within the umbrella of the Topeka Partnership.
- Offer constructive feedback to team.
- Provide knowledge and guidance to team/interns.
- Other duties as assigned.

Required qualifications include:

- Degree in Graphic Arts or related field
- Strong computer and word processing skills, in particular Microsoft Word, Excel, Outlook, Adobe Creative Suite.
- Experience using audio and video equipment.
- Resident of Shawnee County, Kansas.
- Strong interpersonal communication skills and the ability to establish and maintain effective working relationships across all levels of the organization.
- Ability to communicate clearly and professionally through both verbal and written skills.
- Ability to organize, multi-task, plan and set priorities with minimal supervision.
- Ability to work independently and in team settings.
- Ability to exercise good judgment with a strong attention to detail.
- Demonstrated poise, tact and diplomacy with the ability to handle sensitive and confidential information and situations.
- Commitment to the Topeka community expressed through active involvement.

The Greater Topeka Partnership's mission is to be the catalyst for economic prosperity within our community and our vision is that the greater Topeka region is internationally recognized as a vibrant, innovative, fun, diverse, and healthy community. We are committed to diversifying the voice of the community, doing right by those who have entrusted us with our mission, looking toward a brighter future and infusing passion into everything we do. To that end, we hold to the following core values:

- **Diversity & Inclusion** – Our organization, like our community, is great when everyone has a voice that is heard and valued.
- **Integrity** – We place integrity at the forefront of all our decisions and will continue to build a team only of individuals who are dedicated to doing the right thing in a fair and honest way.
- **Visionary** – The future starts today and the decisions we make shape tomorrow. We encourage and support creativity in our community and stay on the cutting edge of our industry's standards.
- **Passion for Community** – We love our community!

Greater Topeka Partnership (The Partnership) is a collaborative organization which brings together community organizations invested in economic development and quality of life in Topeka & Shawnee County. The Partnership's model allows for shared resources and expertise to work on the common goal of economic prosperity for the region. Their total budget is \$10 million.

Interested candidates should send cover letter, and resume to [Yesy.Lawrence@TopekaPartnership.com](mailto:Yesy.Lawrence@TopekaPartnership.com). The deadline is Tuesday, June 1, 2021.



[TopekaPartnership.com](http://TopekaPartnership.com)

[@gtpartnership](https://www.instagram.com/gtpartnership)

[ChooseTopeka.com](https://www.choosetopeka.com)



# Make It Yours

Topeka is a place where we value individuality. Ideas are celebrated and supported. If you want to change the world, start in Topeka.



Downtown Topeka



Topeka Farmers Market



Ash Boutique



# Live a Vibrant Life

Topeka is small enough to be shaped by big dreams, but big enough to have everything you need for a dream life.



Kicker Country Stampede

#TopekaProud

NOTO Arts District



# Put Your Aspirations to Work

We want fresh ideas, energy, and passion to help market Topeka to the rest of the world as an ideal business destination. Are you our next leader?

