GRAPHIC DESIGNER
JOB DESCRIPTION

Department: Marketing and Communications
Location: San Francisco, CA
Reports to: Marketing and Communications Manager
Status: Full Time
Date: April 2014
Hours: Business hours
Supervises: N/A
Job Code:
FLSA Code: Exempt

POSITION SUMMARY

The Graphic Designer will work under the direction of the Marketing and Communications Manager. Responsibilities include conceptualizing and producing materials as assigned for projects across the museum, including print and electronic media. Projects range from the production of in-house materials for events, visitor services, and special exhibitions to promotional materials supporting communication both in and outside of the museum. Designer will be responsible for full life-cycle of projects, from initial design research and conceptualization to presentation, prepress and production checks, all while maintaining the Museum’s brand and quality of excellence.

ESSENTIAL RESPONSIBILITIES

• Responsible for developing and implementing look and feel of the museum brand standards
• Participate in creative conceptualization on exhibition, education, development, and marketing initiatives
• Manage all phases of project execution from design conception through delivery of finished product
• Produce all varieties of printed, experiential, and digital media, including signage, forms, publications, resources, advertising, direct mail, exhibition deliverables, and other graphic materials
• Perform manual production of printed materials for in-house needs, including hand trimming and mounting labels and signs
• Communicate effectively and work collaboratively with cross-department teams
• Deliver designs on time and within budget
• Provide detailed printing and mailing specifications for project print run estimates and bids
• Manage vendor relationships

MINIMUM QUALIFICATIONS

Education and Training

• Degree in graphic design or equivalent experience

Work Experience
Minimum of five years in office or freelance design experience, with experience in design/production of print and electronic media

Experience working at a museum or other non-profit organization

Prior experience managing full cycle of design through delivery, including management of vendor relationships

Skills and Abilities

- Expertise in Adobe Creative Suite, including Photoshop, Illustrator, InDesign, and Flash
- Familiarity with visual communication standards as applied to video, web, and mobile
- Ability to manage multiple projects with tight deadline pressure
- Photography and hand illustration skills a plus
- Collaborative work style, able to work across organization and understand needs of all internal client groups

WORKING CONDITIONS:
Physical Demands

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. This position requires extended period of sitting, with most work done at a computer workstation with extensive use of a computer keyboard and monitor. Other physical requirements include stooping, kneeling, bending, standing, reaching above the shoulders and lifting of up to 35 lbs. Work may require occasional weekend and/or evenings.