



Summary

The Betty Brinn Children's Museum is seeking a full-time Graphic Designer to create, deliver and ensure consistent messaging throughout communications for the organization. This position is responsible for conceptualizing, designing, editing, producing, and trafficking Museum communications materials in support of the organization's work, including marketing, development, exhibits and events departments. The ideal candidate will be an innovative thinker who is experienced in designing visual communications for print, web and electronic media.

Responsibilities

- Utilize desktop publishing for design and production of internal and external graphic design projects. Representative projects include: Museum advertising materials; website graphics; digital and printed signage; exhibit sell sheets; marketing collateral including, online newsletter, enewsletter, educational field trips brochures, sponsorship materials and program announcements; Museum stationery systems; fundraising invitations and event collateral; and miscellaneous projects.
- Involvement in various phases of a project including: contributing to department meetings, with a leadership role in aspects of the design, presentation, photo shoot, production, and printing of projects.
- Ensure that all communications are consistent with the Museum's brand and graphic standards.
- Act as liaison with printing, photography, design, and other vendors.
- Ensure projects are delivered on time and on budget.
- Archive Museum graphic design work; create and maintain library.
- Assist on web-based project needs as necessary.
- Photography and illustration skills for design materials are a plus.

Position Qualifications

- At least 2 years of professional experience in graphic design, print production, web and digital design, and project management. Bachelor's degree in graphic design or related field required.
- Demonstrated expertise of the Adobe InDesign, Photoshop & Illustrator as well as Microsoft Word & Excel. Data management software a plus.
- Strong organizational skills and keen attention to detail, with ability to prioritize multiple projects and meet strict deadlines.
- Excellent verbal and written communication skills.
- Flexibility and time management skills in order to accommodate multiple projects simultaneously.
- Ability to work both independently and as a member of a team.
- Solid portfolio of work demonstrating skills above.
- Willingness to perform whatever duties are necessary of the Museum, even if it is not in the specific job description.

The salary range for this position is \$30K+ DOQ. Please submit a cover letter, resume, salary history and requirements to kadams@bbcmkids.org.