

Job Announcement

Graphic Design Specialist

Position Summary

The Graphic Design Specialist works with the Publications Department to design and produce in-gallery graphics and texts, brochures, signage, and other ephemera. They are responsible for supporting the museum's work through design that is creative, polished, and consistent with the museum's branding and values, while adhering to strict schedules and deadlines. They will collaborate with colleagues across departments to design and refine ephemera for publication in print and digital formats. They will work with NMWA's image library, formatting and editing images of artwork and events for specific projects, pursuing image reproduction rights, and tracking photography needs. This position reports to the Director of Publications. This position has no direct reports.

Responsibilities

Functions may include, but are not limited to:

- Design and update museum ephemera and graphics, including exhibition brochures, graphics, signage, and gallery texts such as title walls, credit lines, didactic texts, and artwork labels
- With Director of Publications, create detailed timelines and schedules for the development and production of design projects, assign tasks, and manage project progress and approvals
- Design varied publications, including brochures, visitor ephemera, invitations, mailings, reports, and select books
- Manage production of exhibition graphics and texts, liaising with print/production vendors to have graphics fabricated for installation and working under fixed deadlines
- Coordinate with colleagues to refine designs and edit texts
- Prepare design files for print or digital publication
- Keep abreast of accessibility standards for print and digital publications and work to those standards
- Secure image rights for digital and print use as needed
- Edit, format, and organize images of artwork and museum events as needed
- Identify image needs and collaborate with colleagues to plan and obtain photography
- Support the graphic design needs of museum colleagues in programming and audience engagement
- Participate in cross-departmental working groups on image rights and accessibility
- Participate in other museum projects as assigned

Qualifications

This position requires a Bachelor's degree in Graphic Design, Art, Art History, or a related field; one or more years of experience (full-time or equivalent) working in graphic design, ideally in a museum, public institution, or firm that works with public institutions; or a comparable combination of education and experience. The successful candidate will have the following skills/experience:

- Experience designing signage, brochures, and similar materials for public institutions using a high degree of refinement and creativity

- A portfolio demonstrating a strong understanding of brand systems and dynamic use of design principles
- Advanced skills in Adobe Creative Suite, particularly InDesign, Photoshop, and Illustrator
- Expertise in Microsoft Office Suite
- Familiarity with a range of print and graphic production methods
- Strong organizational and interpersonal skills
- Meticulous attention to detail
- Excellent written and verbal communication skills
- Skill in managing deadlines and coordinating work within large teams
- Experience successfully managing and integrating design feedback
- Familiarity with principles of design accessibility, including digital accessibility
- Familiarity with Chicago Manual of Style and editorial style guides
- Demonstrated experience of successful collaboration in a team environment

If much of this job description describes you, then you are highly encouraged to apply for this role, even if you don't meet 100% of the qualifications. We recognize that it is highly unlikely for an applicant to meet 100% of the qualifications for a given role, and that every candidate brings unique experience and qualifications to a role. We are excited to meet you!

Compensation

The salary range for this position is \$46,500 to \$51,500 annually and includes a benefits package.

How to Apply

Please apply through NMWA's online job application. To request accommodations in the application or hiring process, please notify NMWA's Human Resources department at hr@nmwa.org.

The National Museum of Women in the Arts is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by federal, state, or local laws.

To comply with tax and legal obligations all candidates must reside in Washington, D.C., Maryland, or Virginia. Candidates must be legally eligible to work in the U.S. without visa sponsorship by NMWA.