

GRAPHIC DESIGNER

REPORTS TO Director of Marketing and Communications

The Graphic Designer is a full-time, exempt position that plays a pivotal role in creating and evolving the visual identity of the Contemporary Arts Museum Houston (CAMH). The Graphic Designer is part of the Communications and Marketing Department and works cross-departmentally to develop print and digital media for the museum as a whole. The ideal candidate's work should demonstrate an interest in contemporary arts and current cultural trends.

RESPONSIBILITIES INCLUDE

- Work as an integral part of the Communications and Marketing Department to develop materials that communicate effectively to CAMH audiences.
- Work closely with the Curatorial and Education Department to design printed materials for CAMH exhibitions. Range of printed matter includes exhibition pamphlets, didactics, banners, posters, and vinyl wall signage.
- Work closely with the Education and Public Programs Department to develop compelling promotional and education guides for exhibitions and tours as well as signage for public programs.
- Design and oversight of digital materials, such as email templates, online ads, and graphics for various web pages related to the exhibitions, fundraising, programming, shop, and homepage. Act as liaison for all digital design needs.
- Design and assist the Development Department with graphic design needs for CAMH's fundraising efforts including the Museum's two major events: the Annual Gala and Art Auction as well as Another Great Night in November.
- Design and oversee the production of select exhibition catalogues for the Nina and Michael Zilkha Gallery in collaboration with Curatorial Department.
- Design CAMH's annual report, maintaining and evolving a design template as necessary.
- Design and assist in on-going development of CAMH's institutional identity, including general museum pamphlet, stationery needs, etc, while maintaining and updating design templates as necessary.
- Oversee the entire printing production process: write reproduction specifications; select ink and paper; prepare files for production; inspect proofs for accuracy; oversee print specs and budget in collaboration with appropriate project manager.
- Other duties as assigned by the Director of Communications and Marketing.

QUALIFICATIONS INCLUDE

- Degree in graphic design and 1-3 years professional design experience required.
- Excellent visual design skills and advanced problem-solving capabilities.

- Strong, diverse portfolio of work demonstrating a high degree of creativity and productivity.
- Proficiency in computer-based design on Mac-based platforms with related software: Adobe Creative Suite (InDesign, Illustrator, and Photoshop).
- Experience in handling printing specifications, requesting print quotations, supervising printing, and technical information related to catalogue printing.
- Experience in comprehensive design standards related to institutional or corporate identity.
- Possess understanding of current issues and trends in contemporary culture, particularly design and the arts.
- Excellent communication and organizational skills.
- Ability to work cooperatively with others and able to receive constructive feedback.
- Keen ability to balance several projects simultaneously and complete projects on schedule and within budget.

TO APPLY

Please submit an application to Kent Michael Smith, Director of Communications and Marketing at ksmith@camh.org that includes the following:

- Letter of interest
- Resume
- Contact information for 3 professional references (supervisory references preferred)
- Website portfolio or PDF portfolio (total attachments cannot exceed 19 MB) consisting of 8-10 samples of graphic design work

APPLICATION DEADLINE

Return materials as soon as possible; applications will be reviewed on a rolling basis with priority given to applications received by Friday, June 29, 2018.