

## Part-time Graphic Design Assistant (Seasonal)

If geeky chic is your thing, you've landed on the right page! The Fort Worth Museum of Science and History is seeking a graphic design assistant to support its Marketing department in all areas of creative graphic design through the development of print and digital collateral for use in the promotion of the Museum and its stated initiatives. This includes internal and external communications and the marketing of exhibits, films, programs, and events. This is a seasonal, part-time, hourly position.

### **Responsibilities (including but not limited to):**

- Design and production of content and material consistent with the Museum's brand and mission
- Create collateral with high impact concepts and design for exhibitions, programs, event
- Communicate the desired messages through the development of creative design options for internal and external messaging across multiple platforms; print, digital
- Maintain project workflow calendar
- Execute the established advertising plan including: ad creation, securing placement, coordinating schedule, and supplying necessary artwork and materials to publications
- Provide necessary artwork, materials, and images to printers, media, and vendors as necessary.
- Obtain printers' quotes and approve proofs following the job through completion. Clearly articulate the needs of the Museum to printers and negotiate price to assure appropriate use of Museum funds.
- Provide design assistance and guidance to Museum staff
- Provide good customer service to staff members' requests for assistance in designing printed materials. Provide suggestions for concept and design, keeping in mind innovative techniques that would enhance the final print material.
- Allow ample time for review of materials, making sure each person related to the project has signed off on the proof.
- Provide design assistance and content to Museum webmaster for maintaining Museum website and Museum Eblasts.

### **Qualifications**

- 2-3 years freelance or corporate design experience.
- Extensive knowledge of graphic design and print production
- Strong attention to detail
- Strong organizational and communication skills
- Comfortable multi-tasking, prioritizing and working under deadline
- A positive, problem-solving attitude
- Proficient in Adobe Creative Suite software including Illustrator, InDesign and Photoshop
- Proficient in Microsoft Word, Adobe Acrobat and Adobe Bridge
- Experience with large-format printers and laminators
- Familiarity with photography, videography and editing a plus

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