



## **GRAPHIC DESIGN & DIGITAL MEDIA ADMINISTRATOR POSITION DESCRIPTION**

<b>DEPARTMENT:</b>	MARKETING
<b>IMMEDIATE SUPERVISOR:</b>	DIRECTOR OF COMMUNICATIONS & MARKETING
<b>STATUS:</b>	EXEMPT/FULL-TIME
<b>HOURS:</b>	40 HOURS/WEEK

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### **POSITION PURPOSE:**

The Graphic Design & Digital Media Administrator will create in-house designs and various digital media for print and digital use, and will provide concept development through design, production, and completion of a broad range of Museum assets and publications.

### **DUTIES AND RESPONSIBILITIES:**

- Manage the branding and design processes for print, design, and branding specifications and consistencies in coordination with the Director of Communications & Marketing
- Remain up to date on and follow Museum Brand Standards and Style Guide
- Contribute to organization of photo and video library, familiarize oneself with photo and video libraries, conduct photo and video research, take photographs and shoot video and/or schedule and work with outside photographers and videographers
- Communicate and collaborate extensively with Director of Communications & Marketing, Communications Specialist, and a wide variety of in-house clients (department heads, committees, other staff members, etc.) to establish and maintain goals, budgets, project management, and delivery timeframes
- Work with vendors to obtain bids, and manage such jobs through pre-production and production, up to and including delivery to clients
- Produce Web-optimized images for use on MOSH's website and social media
- Ensure that MOSH has prior approval, in writing, for any copyright protected and/or trademark protected content that MOSH puts on the web and/or in print. The written approval must come directly from the owner of the content and written approval documentation must be in our possession, in perpetuity
- Stay up-to-date with latest technologies and industry trends
- Maintain organized project management, file system(s) and file backups
- Collaborate closely with Communications Specialist and Director of Communications & Marketing on creation, curation, and management of social media posts

**QUALIFICATIONS:** To be successful, an individual must be able to perform each job duty satisfactorily.

**EDUCATION AND EXPERIENCE:**

- Undergraduate degree in graphic design or related field preferred
- Minimum of five years of related graphic design and website experience
- Experience in print techniques, choosing paper/stock, spec writing, as well as reviewing and editing proofs
- Experience in interactive design and some understanding of HTML
- Knowledge of POs, business systems, publishing and mail house specifications
- Experience in the Museum industry and/or nonprofit sector a plus
- Prior work experience in a museum or gallery environment or arts organization

**SKILLS AND ABILITIES:**

- Strong design and multi-media skills, including photography, videography, and editing of both digital photographs and videography
- Ability to think creatively and work quickly and intuitively
- Excellent communication (verbal and written) and interpersonal skills
- Attention to detail, strong organization and time management skills
- Ability to effectively manage multiple projects simultaneously and adapt to changing deadlines
- Mastery of Adobe Creative Suite: InDesign, Illustrator, Photoshop, Dreamweaver, Premiere Pro and industry-standard design hardware/software or equivalent software programs

**TIME COMMITMENTS:**

40 hours per week, schedule will include weekends and evenings (mirroring the Museum schedule of days open to public) to ensure supervisory presence for volunteers. Scheduled programming will require evening availability and schedule will be coordinated with Education Manager to ensure balanced workload and sufficient lead time to adjust to schedule changes.

**PHYSICAL ESSENTIAL FUNCTIONS:**

Sitting, keyboarding, may lift up to 20 lbs. without assistance, grasping, pulling, pushing, reaching, and moving from one place to another. This position takes place indoors in an office environment sitting at a desk and working in front of a computer. Occasional bending, stooping and squatting.

**DISCLAIMER:**

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents in this position. This job description is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and work conditions of employees assigned to this job. Management has sole discretion to add or modify the duties of this position and designate other functions as essential at any point in time. Management may also modify working hours and work location at any point in time. This job description is not an employment agreement or contract.

**Equal Employment Opportunity:**

MOSH provides equal employment opportunities for all applicants and employees. We do not unlawfully discriminate on the basis of race, color, creed, ancestry, medical condition, religion, sex, national origin, age, disability, veteran status, marital status, sexual preference or any other basis prohibited by federal or state law or local ordinance applicable to our work locations. We also make reasonable accommodations for disabled employees if we are aware of the need for accommodation and if the requested accommodation does not cause undue hardship as interpreted from the ADA/ADAAA.

This policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social and recreational programs.