

Position Description

Title: **Graphic Designer**

Division: Communications

Classification: Salaried, regular full-time exempt

Reports To: Director of Communications

Supervises: Associated volunteers

High Desert Museum – Organization Description

Since opening in 1982, THE HIGH DESERT MUSEUM has brought together wildlife, culture, art and natural resources to promote an understanding of the natural and cultural heritage of North America's High Desert country. We do so through indoor and outdoor exhibits, wildlife in natural habitats, living history demonstrations and dynamic programs on a beautiful, 135-acre campus in the pine forest. The Museum is a nonprofit organization accredited by the American Alliance of Museums, was a 2018 National Medal for Museum and Library Sciences finalist and is a Smithsonian Affiliate. During the 2018-19 fiscal year, 195,000 visitors enjoyed the Museum.

The Museum is located in Bend, Oregon, a fast-growing, charismatic city nestled against the Cascade Range at the edge of the High Desert. We strive to be inclusive, culturally humble, relevant, curious and mindful. As a team, we work together to wildly excite and responsibly teach, creating connection to and dialogue about the High Desert.

Job Summary – Graphic Designer

The graphic designer, a member of the three-person Communications team, is responsible for conceptualizing, coordinating and executing visual solutions in a manner that elevates the Museum's brand and the visitor's experience. The graphic designer is a visual storyteller who is able to work independently, creating pieces from scratch with input from the director of communications and other colleagues. These projects include promotional materials, advertising campaigns, fundraising collateral, invitations, interior and exterior signage, website elements and digital collateral. The chosen candidate will be an experienced and versatile designer who is collaborative, flexible and comfortable in a fast-paced environment. This person will also be committed to the Museum's mission. This is a full-time, salaried position and will require occasional attendance at evening and weekend events.

Required Qualifications

- Bachelor's degree or equivalent relevant experience with an emphasis in graphic design, interactive design or a related field
- Minimum of two to five years of professional work experience with a strong portfolio that demonstrates creativity, innovation, conceptual thinking, strong design ability, layout and typographic skills
- Ability to communicate complex concepts in an accurate, engaging and understandable way for the general public
- Strong knowledge of industry-standard software applications including Adobe Illustrator, Photoshop, InDesign and Acrobat
- Strong project management skills with the ability to juggle multiple projects, vendors and deadlines simultaneously
- Knowledge of pre-press print production processes
- Commitment to ensuring quality on projects from material selection to final approval

- Ability to use large-format printers, laminators, etc. as needed

Desired Qualifications

- Familiarity with museums, cultural organizations and/or nonprofit organizations
- Understanding and connection to the Central Oregon natural and cultural landscape
- Previous experience in exhibit design and materials

Personal Attributes

- Interest in and commitment to the Museum's mission
- Commitment to workplace excellence, precision, accuracy and timeliness
- Desire to find creative solutions with limited resources
- Ability to operate under pressure and develop realistic solutions in a fast-paced environment
- Positive attitude with an openness to feedback
- Team player with a "can do" attitude, eagerness to learn and a sense of humor!

Responsibilities and Tasks

1. Work within the Museum's graphic standards, style guidelines and at times templates to develop collateral for all departments
2. Conceptualize and create collateral from scratch for all departments as needed, including digital collateral
3. Work with Collections and Exhibits staff to develop and fabricate exhibit graphics as needed
4. Ensure appropriate archiving of projects for institutional memory purposes
5. Advise departments with visual requests and assist with establishing project plans and timelines
6. Meet with local vendors to coordinate printing process including material selection, quality control, vendor relations and final approval
7. Track department supplies and communications materials, reordering as needed
8. Possess an understanding of U.S. Postal Service mailing regulations as it pertains to nonprofits
9. Embrace, support and help implement the Museum's continued learning and commitment to diversity, equity, accessibility and inclusion
10. Execute other duties as assigned as needed to help abide by the Museum's values, drive our vision and fulfill our mission.

The Museum provides an equal employment opportunity to all persons without regard to race, color, national origin, religion, sex, sexual orientation, gender identity/transgender status, age, disability, veteran or marital status, genetic information or any other characteristic protected by applicable law.

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

Employee Signature

Date

Please send resume and cover letter to the High Desert Museum
jobs@highdesertmuseum.org
<http://highdesertmuseum.org/job-opportunities>