

# dallas **contemporary**

**Position: Graphic Designer / Digital Content Manager**

**Full-time, Exempt**

**Reports to Director of Development**

**Location: Dallas, Texas**

## **Job Summary**

Dallas Contemporary is seeking applicants for the position of Graphic Designer / Digital Content Manager. The Graphic Designer / Digital Content Manager is a key member of Dallas Contemporary's staff, working collaboratively to create a consistent and holistic brand aesthetic and message for all Dallas Contemporary print, digital, and web-based communications. In addition, the Graphic Designer / Digital Content Manager oversees Dallas Contemporary's IT and will be responsible for creating a new website for the museum in 2019.

## **Education and Experience**

- Bachelor's Degree in Graphic Design or a similar, related field of study.
- Minimum of two years in Graphic Design encompassing initial concept to production.
- Experience with graphic production processes.

## **Essential Functions**

- Manages the production of graphics, including scheduling, negotiating costs, approving and routing proofs, and press checks to ensure quality of production, timely delivery, and meeting agreed deadlines.
- Helps to develop and maintain the visual application of the Museum's brand and assure that the Museum's graphic identity/brand and graphic standards are adhered to consistent throughout the Museum.
- Works strategically with other Museum departments in defining and achieving their goals. Maintains relationships by attending meetings to coordinate projects determine schedules, make presentations, etc.
- Other duties, as assigned.

## **Exhibition Openings**

- Creates all print and digital material for upcoming exhibitions. Sets design schedules, approval turnaround, communication with printers/producers, and manages the final execution/installation of deliverables.
  - o Postcards, brochures, wall text vinyl, maps/labels/handouts, advertisements
  - o Digital screens, e-blast/newsletter, social media square flyers

## **Development and Membership**

- Develops branding and communications for giving campaigns and all development needs.
- Formats sponsorship decks.
- Designs semi-monthly newsletter for Museum members.

## **Social Media**

- Collaborates on design of web-based communications, including online communications, e-newsletters, and the Museum's web sites and social media outlets.
- Posts 1-3 times/week on Instagram showcasing professional/candid install photos, visitor photos, and event photography.

**Internal**

- Executes one-day turnaround graphic design projects for various departments.
- Design internal and external building signage and way finding to support special exhibitions, advertising, programs and any other relevant messages.
- Manages staff presentations and AV recording during Learning programs.
- Maintains Museum audio database via SoundCloud.
- Photographer/videographer for semi-special events, school tours, etc.
- Designs graphics for Museum merchandise such as stickers, buttons, and tote bags.

**IT**

- Sets up computers, email, and server access for Museum.
- Maintains website (FTP uploading/hosting).

**Skills and Abilities Required**

- Demonstrated proficiency in Adobe Illustrator, Photoshop, InDesign, Microsoft Office.
- Understanding for DSLR / Digital photography/videography.
- Ability to function independently, as well as part of a team. Ability to work on multiple competing projects at once.
- Greatly appreciated but not required: Adobe After Effects, Premiere, Muse, HTML/CSS.

To apply, please send a resume and cover letter to [jobs@dallascontemporary.org](mailto:jobs@dallascontemporary.org). Please also submit a portfolio or samples of design work where you were the principal designer.