JOB OPENING ANNOUNCEMENT

For more than 30 years, the Children’s Museum of Pittsburgh has provided “innovative museum experiences that inspire joy, creativity and curiosity”. Through high quality exhibits and programs, we provide opportunities to the region’s children for learning and play. We also provide resources and partner with those in the community who share our vision and work with or on behalf of children. We are currently recruiting for the following position:

Graphic Designer
Date: January 27, 2020
Status: Fulltime, Exempt, Hourly
Reports to: Director of Marketing

Position Summary
The Graphic Designer assists in designing art and creating layouts for internet and print messaging. This position works with members of the Marketing Department, Development Department and others to ensure continuity in our marketing message.

Position Qualifications
- Undergraduate degree (BA or BFA) or equivalent in design or related field required.
- Minimum 3-4 years graphic design experience required.
- Strong knowledge of all phases and processes of production from design to print and design to web required.
- Strong computer skills and fluent in InDesign, PhotoShop. Illustrator, digital photography and Flash at a minimum required.
- MAC fluency a must; PC fluency preferred.
- Initiative and good communication skills, oral and written required
- Strong customer orientation is necessary.
- The ability to handle multiple tasks with changing priorities is required.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- FBI Criminal History (with fingerprints), PA Child Abuse (Act 33) and PA Criminal (Act 34) clearances are required.

Position Duties
- Creates and maintains graphic images (logos, photos, etc.) and quality of museum projects that include print ads, internet ads, temporary posters, table tops, coupons, etc., per CMP brand book and brand guidelines.
- Per specs and deadlines, assembles graphic elements, determines size and arrangement of graphics and copy, selects type, arranges layout, sketches, samples, and prepares graphics instructions for printers and assemblers.
- Per instructions from Director of Marketing submits all ads produced to publishers
- Makes all production arrangements (quoting jobs to assure best price, establishing deadlines) with printers and fabricators for delivery and completion of all printed materials developed for marketing and non-marketing departments.
- Must partner with management team to ensure the best possible service and graphics for all Museum projects. Coordinates, prioritizes and manages multiple non marketing projects submitted to graphic department within a timely manner (determined by each project and other concurrent projects.)
- Keeps a schedule of all upcoming graphic projects, listing details, date submitted, and project completion date.
- Maintains all necessary graphic supplies so available when needed
- Participates on project teams developing graphic elements.
• Responsible for maintaining and collecting all approved graphic marketing materials files (native files, actual ads placed, etc.) for original Traveling exhibits. Assists in populating Marketing manual for each new original Traveling exhibit with all graphic materials approved. Processes all graphic material submitted from exhibit renters, approving only art that conforms to specific guidelines established in the Marketing manual unique to that exhibit:

• Approves all art that complies with guidelines, and instructs others where they need to make changes to comply with guidelines established in the Marketing manual, including meeting accessibility guidelines.

• Responsible for seeing to it that all Graphics computers, software, printers, scanners, digital cameras, etc., are in working order----and when not, contacting appropriate vendors and/or technicians for repair (within parameters of Marketing Department budget)

• Prioritizes and plans work activities, uses time efficiently and develops realistic action plans.

If you are interested in applying for this position, please complete our online application found at: https://pittsburghkids.org/job/jobs. In addition, please submit a resume and cover letter. Please follow the instructions on the application site.

Thank you for your interest.

EOE  Our Employees are aware of this ad.  M/F/V/D