



Jr. Graphic Designer

Position posted on: August 1, 2018

New York

Pace Gallery is seeking an inventive and experienced Jr. Graphic Designer to join our creative Graphics and Publications team based out of New York. In this role, the Jr. Graphic Designer will assist in creating exhibition catalogues, exhibition announcements, magazine advertisements and all related printed matter for all our global locations. The Jr. Graphic Designer will also collaborate with Europe and Asia teams to advance Pace Gallery's holistic brand and vision globally.

Responsibilities:

- Work with the Senior Designer, Art Director, Publication Director and Marketing Department to create exhibition catalogues, announcements, magazine ads and all related printed matter for the gallery.
- Develop familiarity with the visual identity of Pace Gallery and its related locations.
- Work with vendors and consultants such as designers, copy editors, and printers.
- Assist with managing the digital asset archive.
- Prepare final materials for advertisement and announcement release, keeping in mind all deadlines.
- Create exhibition wall signage from supplied information.
- Execute production and place orders for gallery stationary and business cards.
- Manage department related deadlines and clearly communicate them to the team.
- Commit to working collaboratively and respectfully toward creative solutions.

Qualifications:

- B.A. degree in Graphic Design.
- A minimum of 3 years' continuous experience in professional graphic design; proven passion for graphic design and typography.
- Professional experience in typography, publication design, and print production.
- High proficiency with Adobe InDesign, Photoshop, Illustrator programs.
- Proficiency in Microsoft Office Suite and Keynote.
- Comfortable working with multiple teams in a fast-paced environment.
- Knowledge of digital constraints and opportunities a plus.
- Must possess a professional, positive work demeanor and the ability to work effectively with vendors, clients, and co-workers.
- Excellent communication and interpersonal skills, with proven ability to take initiative and build strong, productive relationships.
- A genuine interest and passion for modern and contemporary art.

In addition to an active and progressive work environment, Pace Gallery offers a competitive benefits package, including medical, dental and vision insurance, retirement plans with a company match, flexible spending accounts and commuter benefits. We encourage a healthy work/life balance and offer a generous vacation policy.

To apply for this position, please submit a cover letter and resume to jobs@pacegallery.com, with 'Jr. Graphic Designer,' in the subject line.

Pace is proud to be an equal opportunity employer and will consider all qualified applicants regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or expression, Veteran status, or any other legally protected status.