

Position Description

Position Title:	Graphic Designer	Date:	
Reports To:	Director of Institutional Advancement	FLSA Status:	
Department:	Advancement & Communications Dept.	Position Status (FT/PT)	FT

Job Summary

The primary responsibility of the Graphic Designer is to design print and web pieces for all divisions of the Delaware Historical Society, which includes the museum, Education & Inspiration, Advancement & Communications, Collections & Access, Read House & Gardens, Buildings & Grounds, Mitchell Center for African American Heritage, and public relations divisions. General hours for this position are 9:00 am to 5:00 pm, Monday through Friday. This position requires 35 hours per week and has a hybrid schedule of in office and remote work.

The Graphic Designer refines the Delaware Historical Society's brand image and ensures consistent and accurate use of logos, colors, fonts, and other style elements. The designer must consult and advise on Delaware Historical Society brand needs outside of promotional materials, e.g., attend Digital Media Team Meetings, consult on app and/or web developments, weigh in on exhibit/museum design, and assist colleagues with various design needs.

Essential Functions and Responsibilities.

To perform in this position successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned to meet business needs.

The Graphic Designer is expected to complete the following in a timely manner within budget:

- Bi-annual Making History Magazine
- Advertisements
- Invitations
- Logos
- Photo editing
- Handouts for school programs
- Brochures
- Graphics for museum exhibitions
- Rack cards
- Promotional materials
- Social media imagery
- Flyers
- T-shirts
- Window Posters (monthly)
- Calendar of events
- Postcards
- Booklets
- PowerPoint presentations

This position also involves coordinating with printers, filing check requests for print jobs ordered, and requires knowledge of how to prepare files for a printer, e.g., knowledge of sizing, resolution, and CMYK. The Graphic Designer is expected to create ConstantContact emails and/or assist the Communication Coordinator in creating emails.

Supervisory Responsibilities: None

Qualifications:

Education and Experience Requirements:

- AFA or BFA in graphic design is required.
- Two years of experience working with a range of clients is desired.

Knowledge, Skills and Abilities:

- Advanced knowledge of design software: Adobe InDesign, Bridge, Photoshop, and Illustrator, WordPress and html knowledge is a plus
- Proficient in Microsoft Office suite
- Knowledge of social media applications such as Facebook, Instagram, and Constant Contact
- Excellent organizational skills and attention to detail with the ability to handle multiple tasks.
- Strong written and oral communication skills.
- Willingness to establish and maintain effective working relationships, while maintaining confidentiality.
- Ability to manage multiple projects simultaneously and meet deadlines
- Ability to work both independently and as part of a team

Work Environment:

- General office environment
- Hours of work and days are Monday through Friday, 9:00 a.m.to 5:00 p.m. with a one hour break for lunch
- Work schedule flexibility required
- Hybrid schedule: office and remote work

Physical Demands:

- Must be able to remain in a stationary position 50% of the time.
- The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a copy machine and computer printer.

Salary: \$42,000 per year plus benefits

This position description does not imply that the stated requirements are the only expectations for the position. Incumbents are expected to perform any other duties that may be assigned. The Delaware Historical Society has the right to revise this position description at any time. The Delaware Historical Society is an "at will" employer and as such, neither this position description nor your signature constitutes any form of contractual agreement between you and the Delaware Historical Society.