The Anchorage Museum connects people, expands perspectives, and encourages global dialog about the North and its distinct environment. Exploring the intersection of art, history and science, the Anchorage Museum shares multiple perspectives and experiences that tell a greater story. We welcome diverse perspectives and recognize all are enriched when a diversity of voices, viewpoints, and skills are included and engaged in the work we do.

**Summary Position Statement**

Under the general supervision of the Director of Design, this position is responsible for playing a key role in design for the Anchorage Museum, working to achieve excellence through design throughout the Museum, to include design programming, design initiatives, exhibition design, environmental design, graphic design, web design, photography and videography, publication design, product design, architectural renderings, and the production of branded materials.

**Essential Functions**

- Work as a member of an integrated team that includes other designers, content providers, exhibition technicians and others
- Work to ensure design goals are met, with consideration of Museum brand, vision, values, mission and major initiatives
- Think strategically about how design can connect the Museum and community
- Work on Circumpolar North design connections
- Work on design projects that engage the community
- Participate in the design process for exhibition components that support and illuminate the exhibition goals, content, and design intent
- Serve as a key organizer of the Museum’s annual Design Week
- Assist staff to produce presentation drawings and presents design proposals to the teams responsible for developing and approving new exhibitions
- Participate in and lead design programming and design education
- Participate in exhibition installation while bringing substantive, innovative design/interpretative ideas to the table early in the exhibition-planning process
- Produce and oversee installation of exhibition graphics, labels, illustrations and infographics
- Serve as a key point of contact and coordinator for designers-in-residence, visiting designers and other related guests, fellows, interns and others
- Create SketchUp (or other relevant software) drawings of exhibition plans, layouts
and wall elevations

- Work with Marketing and PR to ensure that design collateral aligns with Museum brand guidelines
- Conduct research, develop a clear understanding of the project intent in order to respond through design
- Use sophisticated systems of information and communication design to inform and educate
- Design exhibition structures and graphics that integrate with artifact and interactive displays
- Work to support institutional design requirements and production needs within the Museum
- Graphic design as needed for Museum programs, exhibitions, marketing, development, newsletter, web and presentations
- Development of web, social media and video graphics, as appropriate
- Design within the budget and schedule parameters
- Participate in the design process for exhibition components that support and illuminate the exhibition goals, content, and design intent
- Assist staff to produce presentation drawings and architectural renderings and presents design proposals to the teams responsible for developing and approving new exhibitions
- Create architectural renderings of Museum spaces, building and exhibitions
- Create layout documents for museum gallery spaces and exhibitions
- Participate in design programming and exhibition installation while bringing substantive, innovative design/interpretative ideas to the table early in the exhibition-planning process
- Contribute design ideas to Museum interior and exterior public and back-of-house spaces
- Coordinate with project leads on work plans and timetables for design
- Participate in technical design and the design of multimedia projects (technology design in exhibitions, exhibitions website, interactives and other)
- Design and production of wayfinding and exhibition and program signage

**Non-Essential Functions**

- Staff public events related to art and design as needed
- Produce environmental graphics as needed
- Oversee external vendors responsible for production deliverables as needed, ensuring quality and consistency
- Ensure and facilitate archive of all design-related files, samples and collateral at the end of each project
- Organize and keeps current files for all drawings, documents, and communications regarding design
- Produce construction/fabrication drawings as needed
- Participate in administrative duties
- Assists in development of grant applications for exhibitions
- Other duties and special projects as assigned
Knowledge/Skills/Abilities

- Strong design conceptualization
- Architectural drawing/space design experience
- Ability to think and design two- and three-dimensionally
- Excellent communication skills
- Graphic and 3-D design experience and excellence with design principles
- Able to work with a variety of individuals and agencies
- Must be able to work independently and organize time efficiently to meet deadlines
- Photography, video, new media and social media expertise
- Strong leadership qualities and abilities
- Ability to handle multiple tasks and projects with changing priorities as required
- High attention to detail
- Ability to prepare and read floor plans and elevations, prepare images, develop typographic treatment and graphic design, and prepare bid documents
- Ability to keep to strict timelines
- Ability to provide effective customer service for internal and external client groups
- Strong organizational skills in order to manage a continuous workflow in a high volume, multi-tasking environment
- Ability to receive feedback and direction
- Ability to work flexible hours

Qualifications

- Bachelor's degree in art, architecture, graphic design, communication design, industrial design, or related field
- Five years of professional work, or an equivalent combination of education and experience as a designer
- Technically savvy, with practical knowledge of a variety of design software programs on a Mac platform, such as VectorWorks, Renderworks, SketchUp, Adobe Creative Suite, and Microsoft Office software
- Working knowledge of various production processes such as screen printing, large format output, CNC, web, etc.
- Highly organized, and able to set and carry out short-term goals while keeping long-term goals in mind
- Excellent interpersonal skills and be able to work professionally and collaboratively with colleagues from diverse backgrounds in a team-oriented environment
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Initiative to undertake and complete tasks and projects as they arise
Employee Expectations

As an AMA employee, the incumbent is expected to model the following traits:

• Foster and maintain open communication and collaboration and actively engage in the exchange of ideas and maintaining constructive relationships
• Initiative and creativity in all aspects of the position
• Lead by example by maintaining a high standard of professional ethics and conduct at all times
• Treat everyone with dignity and respect at all times
• Support and uphold the policies, procedures of the AMA

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms; talk or hear. The employee is regularly required to stand; walk; and occasionally required to stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include color and close vision, and ability to adjust focus.

Work Environment

The work environment characteristics described here are typical of an office environment and representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.