

ANCHORAGE MUSEUM ASSOCIATION

Title: Graphic Designer

Reports To: Chief Design Officer

FLSA Status: Exempt

EEO Class: Professional

Approved By: Museum Director and CEO

The Anchorage Museum is for people, place, planet, and potential, in service of a sustainable and equitable North, and with creativity and imagination for what is possible. We strive to be a place of ideas and transformation, narratives and perspectives, resilient and relevant communities, and responsive to a rapidly changing world toward a better future for all.

Summary Position Statement

Under the general direction of the Chief Design Officer, the Graphic Designer is responsible for playing a key role in design for the Anchorage Museum, working to achieve excellence through design throughout the Museum, with an emphasis on graphic and visual design.

The Graphic Designer manages and maintains the Museum brand and advances projects through concepting, design development, production, and installation. Work includes various museum graphic and visual products, including: environmental and exhibition graphics; project and program visual identities; and print and digital collateral.

A key contributor to the Museum, this role will have creative direction of exhibition and environmental graphic design, including three-dimensional and spatial designs, as well as be the lead graphic designer for items such as labels, illustrations and infographics for publications and PR.

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
- Research and develop a clear understanding of the project's intent (audience, governing thought, requests from upper management, etc.), time management, and the ability to design within the budget and schedule parameters
- Initiate creative ideas for the Museum
- Work with the Museum team to support institutional design requirements, goals and production needs within the Museum
- Work with Marketing and PR to ensure that design collateral aligns with Museum brand guidelines
- Understand exhibit design and space planning

- Participate in the design process for exhibition components that support and illuminate the exhibition goals, content, and design intent
- Participate in design programming and exhibition installation while bringing substantive, innovative design/interpretative ideas to the table early in the exhibition-planning process
- Participate in technical design and the design of multimedia projects (technology design in exhibitions, exhibitions website, interactives and other)
- Work on graphic design and environmental graphics for print, web, film and new media
- Production and implementation of a variety of materials for exhibitions, the building and offsite projects, including text panels, signage, wayfinding, and creative elements

Non-Essential Functions

- Oversee external vendors
- Be responsible for production deliverables as needed, ensuring quality and consistency
- Ensure and facilitate an archive of design-related files, samples and collateral at the end of each project
- Other duties and special projects as assigned

Knowledge/Skills/Abilities

- Excellent design conceptualization and execution
- Ability to think and design in print, web and three-dimensionally
- Ability to work with a variety of individuals and agencies
- Ability to work independently and organize time efficiently to meet deadlines
- Strong leadership qualities and abilities
- Excellent communication skills
- Ability to handle multiple tasks and projects with changing priorities as required
- High attention to detail
- Ability to prepare images
- Excellence in typographic treatment
- Ability to thrive in highly creative, high volume, multi-tasking environment, with projects of multiple scales and multiple audiences
- Ability to work well as part of a collaborative team
- Ability to receive feedback and direction

Qualifications

- Bachelor's degree in graphic design, visual design, exhibition design or related field
- Three to five years of professional work, or an equivalent combination of education and experience, as graphic or environmental designer in a fast-paced work environment
- Demonstrated experience with Microsoft Office software for project administration is required
- Technically savvy, with practical knowledge of a variety of design software programs, such as the Adobe Creative Suite, including in-depth knowledge and capabilities in Illustrator, Indesign, Photoshop
- Demonstrated experience in Adobe After Effects and Premiere Pro, and additional experience with web design preferred
- Strong interpersonal and communication skills with ability to plan and manage projects with deadlines

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
- Treat everyone with dignity and respect.
- 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.