

GRAPHIC DESIGNER

Department: Marketing
Reports To: Director of Marketing and Communications
FLSA Status: Full Time, Exempt

The Graphic Designer will be responsible for the design of brochures, signs, fliers, event programs, post cards, direct mail, invitations, web graphics and any other promotional materials required.

Job Duties:

- Work closely with the Director of Marketing and the Marketing Assistant
- Meet with internal clients to determine the scope of a project
- Help maintain brand integrity and mission focus graphically
- Use Museum's brand personality and style to create visually striking graphics that inspire, educate and inform visitors, sponsors, donators and members
- Execute campaign edits and updates using Adobe Creative Suite. Must LOVE designing and tweaking, multiple times per project.
- Manage design projects individually and as a team; we are a small, tight-knit team of problem solvers, who juggle multiple projects and roles
- Create images that identify a product and/or convey a message
- Develop graphics for product illustrations, logos, and websites
- Assist with management of social media platforms

Key Requirements:

- Adept in Adobe Photoshop, Illustrator & InDesign; working knowledge of html/css/coding, with a dedication to striving for excellence and to become a design expert.
- 2 years relevant work experience.
- A keen eye for intuitive design, color and layout with a strong knowledge of typography; you can identify a font 5 times out of 10 and strive for 9 out of 10.
- Working knowledge or a willingness to learn animation and GIF design.
- Ability to follow style guides and design templates of our brands as well as in-house best practices
- Strong attention to detail is a MUST
- Experience and confidence in copywriting and editing
- Ability to maintain photo libraries and use a camera
- Other duties as needed

JOB REQUIREMENTS

Education: Graphic Design Degree or related experience

Experience: Two years of related experience required

Proficiencies:

- Adobe InDesign
- Adobe Illustrator
- Adobe Photoshop
- Constant Contact
- Ability to work with programming scripts, including XML and HTML
- Understanding of the printing process and specifications

Competencies:

- 1. Judgment/Decision Making
- 2. Communication – Oral and Written
- 3. Organization/Planning
- 4. Business Literacy
- 5. Customer Focus
- 6. Integrity
- 7. Initiative
- 8. Collaboration/Teamwork

The Dallas Holocaust Museum/Center for Education and Tolerance is an equal opportunity employer.

Applicants, please send cover letter referencing the job title and resume to resume@dallasholocaustmuseum.org