



Part-time Junior Graphic Designer

The Museum of the City of New York celebrates and interprets the city, educating the public about its distinctive character, especially its heritage of diversity, opportunity, and perpetual transformation. Founded in 1923 as a private, nonprofit corporation, the Museum connects the past, present, and future of New York City. It serves the people of New York and visitors from around the world through exhibitions, school and public programs, publications, and collections.

The junior designer creates original designs as well as assists the in-house design team on larger assignments. Designs serve different departments including Exhibitions, Marketing, Operations, Development, Public Programs, Education, and the Shop. The individual in this position enjoys the museum environment and works with great content and insightful curators and staff.

This position is part-time. Must be able to work on-site.

MAJOR RESPONSIBILITIES

Responsibilities include, but are not limited to:

- Use Adobe suite to create original and templated designs to communicate ideas that inspire, inform, and captivate the museum audience and beyond.
- Work on a variety of projects including museum-wide wayfinding, print and digital advertisements, marketing materials, exhibition designs and graphics, publications, custom merchandise, and web graphics. Opportunities to publish original work. Illustration skills are a plus.
- Ability to manage projects (using a project request form and tracking system) from conception to production with minimal oversight.
- Create timelines; set and attend meetings as needed; balance and prioritize workload.
- Work well in a team as well as maintain sense of ownership; provide and receive creative feedback.
- Seek opportunities for better design and/or efficiencies within the institution and implement solutions.

COMPETENCIES & SKILLS

- Degree in graphic design or related field
- Adobe illustrator, photoshop, InDesign
- Organized
- Illustration skills are a plus
- CAD Tools and/or Google SketchUp knowledge is a plus

HOW TO APPLY

Please email your resume, cover letter and portfolio to the Museum of the City of New York Attention: Human Resources Department to jobs@mcny.org. To be considered, please include **Graphic Designer** within the subject line of your email.

The Museum of the City of New York is committed to fostering a collaborative and respectful work environment with a staff as diverse as New York City and the audiences who are curious about learning more about its history and engaging in contemporary urban issues. Our staff members are dedicated to working towards a common goal: creating the most dynamic and inspiring city museum in the world.

The Museum of the City of New York is an equal opportunity employer. As such, the museum provides equal employment opportunity for all employees and applicants without unlawful discrimination with respect to age, citizenship status, color, creed, disability, ethnicity, gender identification, marital status, military status or veteran, national origin, political association, political/personal convictions, predisposing genetic characteristics, race, religion, sex, sexual orientation, socio-economic status, geographic location, philosophies, or any other classification protected by federal, state or local laws, in all employment decisions, including but not limited to recruitment, hiring, training, compensation, promotion, demotion, transfer, lay-off, and termination, and all other terms and conditions of employment. All employment-related decisions are based solely on relevant criteria including training, experience, and suitability.