

**Job Title:** Graphic Designer – 6 month contract

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**Reports to:** Director of Design

**Department:** Design

**FLSA Status:** Non-Exempt

**Summary/Objective:**

The graphic 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.

**Duties and responsibilities:**

Essential responsibilities include, but are not limited to, the following:

- 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.
- Use templates and create custom designs for invitations, ads, brochures, postcards, program identities, exhibition text and labels.
- 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.
- Other duties as assigned

## Qualifications

Qualifications include:

- Degree in graphic design or related field or equivalent experience
- Adobe Illustrator, Photoshop, InDesign
- Organized
- Illustration skills are a plus
- Google SketchUp, CAD tools, motion graphic, illustration skills are a plus
- Excellent verbal and written communication skills required

## Working Environment/Physical requirements

While performing the essential functions of the job, the manager typically works in an office environment and uses a computer, telephone, and other office equipment as needed to perform duties. The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend, or lift up to 20 pounds. In accordance with applicable law, all employees must be fully vaccinated against COVID-19. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## HOW TO APPLY

Please email your resume and cover letter in pdf format to the Museum of the City of New York Attention: Human Resources Department to [jobs@mcny.org](mailto:jobs@mcny.org). To be considered, please include **Graphic Designer 6 month contract** within the subject line of your email and send a link to your portfolio.

*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 or expression, marital status, military status or veteran, national origin, political association, political/personal convictions, predisposing genetic characteristics, race (including traits historically associated with race, such as hair texture and style), religion (including attire, clothing or facial hair worn in accordance with religious requirements), sex (including pregnancy, childbirth or related medical conditions and transgender status), 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. The Museum complies with applicable state and local law governing nondiscrimination in employment which prohibits discrimination and harassment against any employees, applicants for employment or interns, as well as contractors, subcontractors, vendors, consultants, other individuals providing services in the workplace or their employees in every location in which the Museum has facilities.*