

Terry Lee Wells Nevada Discovery Museum

Graphic Designer – Full Time

Job Description

The Terry Lee Wells Nevada Discovery Museum (The Discovery) is seeking a graphic designer to support the museum's communication efforts. Reporting directly to the VP of Marketing and Communication, the Graphic Designer creates and produces logos, print ads, brochures, annual reports, exhibit graphics, and other graphic elements for use in a variety of digital media.

Essential Functions

- Design and development of marketing materials including logos, brochures, newsletters, direct mail, ads, annual reports, and graphic elements for electronic media such as e-mail blasts, websites and social media.
- Maintain detailed tracking of project requirements and timelines.
- Obtains production estimates from outside vendors such as printers, photographers and illustrators.
- Maintain the museum's photography archive including keyword cataloging of all images.
- Help maintain the museum's social media channels.
- Support the museum's marketing efforts by manning external marketing efforts.

Preferred Qualifications

- Minimum two years of professional graphic design experience in an agency, design firm or marketing department.
- Diverse portfolio demonstrating a variety of design styles and a solid grasp of typography, space and color.
- Strong layout and production skills.
- Deep knowledge of Adobe Creative Suite (Illustrator, Photoshop, InDesign).
- Proficient in Microsoft Office software (Word, PowerPoint, Excel).
- Proficient in Apple software such as Keynote.
- HTML and/or web site design and maintenance skills a plus.
- Photography skills a plus.

Work Characteristics

- Excellent communication skills, both oral and written.
- Strong attention to detail.
- Ability to work both independently and collaborate in a team environment.
- A passion for helping people discover and explore science, technology, engineering, art and math.
- Flexible schedule—the ability to work some evenings and weekends.

Working Conditions

General office environment. Work is sedentary in nature, but may require standing or walking for up to 10% of the time. Work is generally performed within an office environment, using standard office equipment.

How to Apply

Please e-mail resume, cover letter, three references, and a link to portfolio samples, to jobs@nvdnm.org. No phone calls please.

The Terry Lee Wells Nevada Discovery Museum is an Equal Opportunity Employer. Qualified persons are considered for employment without regard to race, religion, sexual orientation, national origin, age, genetic information, political affiliation or disability. The Terry Lee Wells Nevada Discovery Museum is a drug-free workplace.