

An Equal Opportunity Employer

<b>Graphics Manager</b>	
<b>Primary Purpose:</b>	<p>The Graphics Manager is responsible for the overall design of the Museum’s graphic identity and visual communications. This position works closely with internal customers (including Development, Education, Curatorial, Special Events, and Visitor Services departments) and external vendors. The primary goal of this position is to design and manage production of Museum’s graphics according to approved graphic standards while also ensuring that accuracy, quality control, timeliness, and budget requirements are met.</p>
<b>Essential Functions:</b>	<ul style="list-style-type: none"> <li>• Concept, design and develop creative graphic solutions from idea to completion.</li> <li>• Work within the Communications team to refine and contribute to the Museum’s visual strategy for both print and digital channels.</li> <li>• Make recommendations on how to strengthen the Museum’s brand identity graphically while respecting Museum’s current and existing brand and ensuring consistency throughout Museum.</li> <li>• Manage and maintain graphic files, including logos and other branded materials.</li> <li>• Manage internal signage, labels, and special project requests and designate the work to appropriate employee/freelancer.</li> <li>• Manage in-house production and graphics designer as well as any Freelance Designers being used for general Museum branding materials and/or exhibition design.</li> <li>• Responsible for maintaining in-house equipment (programs and printers) and materials and supplies needed for equipment.</li> <li>• Responsible for generating all in-house design projects from print and digital marketing collateral to advertising and educational gallery guides and membership materials.</li> <li>• Works closely with Content Manager (Editor of the Museum magazine) on the concept and design of each issue of the Chrysler Museum magazine.</li> <li>• Advise on layout, typefaces, color, style for branding, creating logos, mood boards, visual identity support for marketing campaigns, advertisements, creating templates, style guides, rack cards, flyers, posters, etc.</li> <li>• Work closely with Communications Coordinator to develop efficient process for communication flow between design, project management,</li> </ul>

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	<p>and various stakeholders (customers).</p> <ul style="list-style-type: none"><li>• Responsible for all graphic special needs and visual accessibility requirements (ADA compliance) for Museum.</li><li>• Supports Museum programs, goals, initiatives and mission to bring art and people together.</li><li>• Performs other duties as assigned or required.</li></ul>
<b>Skill Sets / Education &amp; Experience Requirements:</b>	<ul style="list-style-type: none"><li>• 5+ years of experience in graphic design</li><li>• Associate's degree in graphic design or equivalent experience.</li><li>• Strong portfolio of design work, showing various solutions for multiple types of stakeholders.</li><li>• Willingness to learn about the Museum culture and immerse yourself into our vast collection.</li><li>• Strong project and time management skills.</li><li>• Excellent communication and presentation skills.</li><li>• Experienced in managing graphic designers and art directing.</li><li>• Expert skills and knowledge of Adobe Creative Cloud design software (InDesign, Illustrator, Photoshop, and Acrobat) and InCopy.</li><li>• Knowledge of papers and printing processes essential; local vendor management experience a plus.</li><li>• Experience working independently and effectively with others, managing deadlines, budgets, clients, and vendors.</li><li>• A strong understanding of design principles and the ability to convey various stakeholders' needs through graphic design.</li><li>• High level of creativity.</li><li>• Proficient with technology and Mac systems.</li><li>• Ability to think outside the box to seek innovative solutions and new practices.</li><li>• Ability to both accept and provide feedback.</li><li>• Excellent proof-reading skills.</li></ul>
<b>Skill Sets / Education &amp; Experience Preferred:</b>	<ul style="list-style-type: none"><li>• Bachelor's degree in graphic design, visual communications, fine arts, or related MFA preferred.</li><li>• Video experience: able to lead creative concept development, storyboarding, filming, and editing of videos.</li><li>• Motion graphics experience: able to develop professional and creative motion effects for our videos and website.</li></ul>

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	<p>Interested candidates should submit a cover letter, resume, and link to online portfolio or four to five PDF samples (less than 4 MB in combined file size) to <a href="mailto:mblair@chrysler.org">mblair@chrysler.org</a>. Please use subject line: <b><u>Graphics Manager + your name</u></b>. No phone calls please.</p> <p><b>NOTE: We will not respond to submissions without design samples or online portfolios.</b></p>
<b>Working Conditions:</b>	This position will be based in a busy office environment and will be subject to frequent interruptions.
<b>Physical Requirements:</b>	Must be able to climb ladders and work at varying heights. Must be able to lift and carry delicate and awkward items weighing up to 25 lbs. without assistance. Requires intermittent standing, walking, sitting, squatting, stretching, and bending throughout the workday. Must be able to see and hear, or use prosthetics that will enable these senses to function adequately to assure that the requirements of this position can be fully met.