



We're hiring: Junior Graphic Designer

Position title: Junior Graphic Designer

Classification: Part time, contract basis

Location: Remote

We are looking for an independent contractor Junior Graphic Designer to provide excellent graphic design for a busy, multi-faceted arts non-profit organization. You will work primarily with membership and fund development teams on program collateral, appeals and marketing materials.

The Museum of New Mexico Foundation supports the Museum of New Mexico system, in collaboration with the Museum of New Mexico Board of Regents and the New Mexico Department of Cultural Affairs. The Foundation's principal activities are fund development for exhibitions and education programs, membership programs, retail and licensing programs, financial management, advocacy and special initiatives. Since its inception, the Foundation has raised more than \$90 million in total giving from 25,000 donors and more than 15,000 members.

This is a contract only role. No benefits will be provided.

What you'll do

- Design and update print materials for business collateral, membership and fundraising appeals, program brochures, advertising and other projects
- Design digital content for email and social media, occasional digital advertising
- Ability to adhere to, and work creatively within, a brand style guide
- Take direction from senior staff and work collaboratively across departments
- Produce high caliber work with an attention to detail
- Adhere to project deadlines
- Communicate with high degree of professionalism regarding projects details, status updates, proofing process and with print vendors

What you'll bring

- Creativity and keen sense of aesthetics
- Strengths in layout, typography and digital content
- Strong time management and project management skills
- Teamwork and collaboration
- Problem-solving aptitude
- Adaptability and flexibility
- Active listening and feedback incorporation
- Photography and basic retouching skills a plus, but not required
- Experience with project management software is a plus, but not required

Required qualifications

- Bachelor's or Associate's degree, or comparable experience with ability to demonstrate strong technical and formal skills, required
- Experience in entry/mid-level graphic design role or as a freelance designer
- Adept with Adobe Creative Suite, including InDesign, Illustrator and Photoshop
- Familiarity with PC versions of design software is ideal
- Strong attention to detail
- Ability to work independently, as well as collaboratively

How to apply

Please e-mail your application to apply@museumfoundation.org and include the following:

1. A cover letter
2. Your resume
3. A portfolio of past work that focuses on layout, typography, and marketing materials.

Please include "Contract Graphic Designer" in the subject line of your e-mail. No phone calls please.

The Museum of New Mexico Foundation is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, pregnancy, disability, age, veteran status, or other characteristics.