

Honolulu Museum of Art

JOB DESCRIPTION

Job Title:	Senior Graphic Designer
Department:	Advancement
Supervisor:	Director of Communication
Employment Status:	Full-time
FLSA Status:	Exempt
Work Hours:	Monday-Friday 8:00am – 5:00pm Some evenings and weekends
Issue/Reissue Date	12/15/2016

The Honolulu Museum of Art (HoMA) is an equal opportunity employer committed to recruiting and retaining a diverse, qualified workforce. The museum strives to maintain a staff that works together to maintain its mission: *To bring together great art and people to create a more harmonious, adaptable and enjoyable society in Hawai'i.*

Our vision: To be a world-class institution with great collections of art and leading education programs. We will reflect changes that are happening in Hawai'i, Asia and the world.

Conceived as an institution to make Hawai'i an even better place to live, the Honolulu Museum of Art (HoMA) is committed to showcasing the highest quality art from around the world for the benefit of residents and visitors. Art and education are central to the museum's mission, with 299,000 people visiting each year and 36,900 students participating in school programs at the museum and throughout the community. The museum's art collection is one of the most extensive in the United States, with a special emphasis on works of art that reflect the diverse communities that call Hawai'i home.

Job Summary:

Under the general direction of the Director of Communications, the Graphic Designer is a well-rounded designer who can design everything from digital eblast templates to print publications to exhibition graphics in a fast-paced environment, maintaining the museum's strong visual identity and branding. Must be able to manage projects from concept to completion. Manages junior graphic designer.

Minimum Qualifications:

A Bachelor's Degree in graphic design or related field and at least six years of comprehensive related experience. Substantial professional experience in print and digital design. Excellent design ability with thorough knowledge of exhibition design, print design, book and publication design, digital marketing, and digital publishing. Thorough knowledge of Mac OSX, Adobe Creative Suite and Creative Cloud, and Adobe After Effects. Familiarity with Epson 9600 large-format printer. Fluent with Microsoft Office Suite (Word, PowerPoint, Excel). Exceptional time management, project management and organizational skills. Must have the ability to communicate effectively with a diverse population of service users with demonstrated success in multiple locations and work environment.

Desired Qualifications:

- Knowledge of HTML5 and CSS3, to allow for informed oversight of web and mobile sites
- Familiarity with museum collateral.
- Strong knowledge of print production process, able to write specs, get estimates and make informed choices.
- Experience in museum/nonprofit environment, with multiple sites, and varying degrees of needs.
- Experience designing innovative, multiple-element invitations.
- Understanding of Honolulu Museum of Art's established identity and dedication to advancing it.
- Intelligent self-starter who is committed to the museum's mission.
- Knowledge of and contacts in local and national design communities, able to secure, manage, and direct freelance designers and illustrators when needed for projects such as ARTafterDARK.
- Exceptional ability to manage and lead people, with proven ability to lead and build the capabilities of a bright, diverse team, as well as develop a top-notch work and volunteer force.
- The traits of honesty, integrity, enthusiasm, and perspective; a strong work ethic, supported by commitment and follow-through.

Essential duties:

Core competencies:

- Adaptability
- Business acumen
- Effective communicator
- Cost consciousness
- Initiative and judgment
- Planning and organizing
- Professionalism
- Problem solver
- Technology savvy

Essential duties:

- Develops concepts and designs materials including member magazine, collateral, signage, exhibition graphics, banners, and online banners.
- Works with the Director of Communication in coordinating jobs for all departments of the museum, including curatorial, education, development, theater, café, shop, art school and others.
- As part of the Advancement team, also works closely with Development and Events.
- Manages printers to ensure budget and brand is maintained.
- Works closely with staff photographer; manages staff photographer for select projects, such as publications and exhibitions. Art directs photo shoots for Museum Shop and catalog.
- Assists the Communications team with marketing, brainstorming and advertising strategies.
- Estimates the time required to complete projects and provides quotes.
- Uses innovation to redefine a design brief at minimum cost and time.
- Presents finalized ideas, designs and concepts.
- Uses an Epson 9600 large format printer for posters and banners.
- Creates presentations for director.
- Other duties as assigned.

Traits and characteristics:

Must be bright, self-motivated, team player, diplomatic, analytical, of the highest integrity, highly organized, multitasker and possess sound judgement and a sense of humor and humility.

Working Conditions and Atmosphere:

The senior graphic designer works with minimum supervision. Work will often be performed with short deadlines and situations sensitive to the museum. Regular office hours are required. Due to the nature of the responsibilities, evening and weekend work is sometimes required, and at times may be on an emergency basis.

The statements contained herein describe the scope of the responsibilities and essential functions of this position, but should not be considered to be an all-inclusive listing of work duties and requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

Honolulu Museum of Art is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.