The Menil Collection
Employment Opportunity

Title: *Graphic Designer*

Department: External Affairs / Communications

Reports to: Assistant Director of Communications

General Responsibilities

Reporting to and working closely with the Assistant Director of Communications, the Graphic Designer realizes a broad range of visual projects, fulfilling the institution's way-finding, print, and digital visual needs. These items support objectives related to the general operations of the museum, special exhibitions, public programs, promotion, membership, and fundraising, among others. The Graphic Designer serves internal clients from a variety of departments and coordinates production with external vendors.

Specific Duties

1. Oversee the Menil's graphic standards.
2. Uphold signature elements of the Menil Collection's design identity while finding ways to refresh and update the institution's visual presentation.
3. Design materials that support the museum's communications goals (guides, signage, stationery, etc.).
4. Work closely with the Curatorial, Exhibition Design, and Publishing Departments to create the visual identity of special exhibitions (wall signage, wall labels, gallery guides, exhibition announcements, etc.).
5. Work closely with the Public Programs Department to develop compelling promotional guides and related materials.
6. Support the Membership Department by designing member recruitment materials, the bi-annual *Menil Magazine*, and event invitations.
7. Support the fundraising goals of the Advancement Department by creating visual materials related to individual giving, corporate partnerships, foundation relations, special events, and annual fund efforts.
8. As part of the Communications team, develop advertising and marketing materials.
9. Liaise with external vendors regarding the printing, production, and distribution of materials.

Qualifications

1. Bachelor's degree in graphic design, visual communications, or fine arts; related MFA preferred.
2. Minimum 1-year of design-related work experience.
3. Strong, diverse portfolio of work demonstrating a high degree of creativity and productivity.
4. Excellent organizational and time management skills.
5. Strong written and verbal communication skills.
6. Professional experience working independently and effectively with others, managing deadlines, budgets, clients, and vendors.

7. Experience managing print production with knowledge of printing processes and materials essential.
8. Ability to multi-task and to create and maintain an organized production schedule that allows for both scheduled and unscheduled projects.
9. Pro-active team player with strong problem-solving skills.
10. Patience.

Required Software Applications

1. Extensive knowledge of Adobe Creative Suite.
2. Knowledge of HTML and CMS systems. Experience in web design will create additional project opportunities.
3. Proficient in Microsoft Office software.

Interested applicants are encouraged to submit a cover letter, resume, and link to online portfolio to: Director of Human Resources, The Menil Collection, 1511 Branard Street, Houston, Texas, 77006 or smmaloch@menil.org