



POSITION ANNOUNCEMENT

MARKETING GRAPHICS COORDINATOR-FT

POSITION SUMMARY

The Witte Museum, a history and science museum along the San Antonio River, has a dynamic team and community based environment. The Witte Museum has 500,000 annual visitors and is a family focused museum.

The Marketing Graphics Coordinator reports to the Director of Communications and Marketing and works closely with the Digital Media and Marketing Manager. The Marketing Graphics Coordinator is responsible for assisting in all aspects of the marketing graphic design process including conceptualizing, designing, and production of printed materials and digital graphics. Coordination with other museum departments including development, finance, exhibits, special events and others is a key role. Invoice, payment development and timeline tracking, following the Museum's editorial process are crucial elements to the Marketing Graphics Coordinator role.

RESPONSIBILITIES:

- Develop and produce promotional and marketing materials, including printed material, digital platform graphics, videos and other publications for the Witte Museum
- Design and resize approved graphics for all digital media platforms from multiple departments
- Sustain and enhance museum quality creative collaterals and uphold the family of graphic and branding standards
- Collaboration and coordination with print vendors, fabrication vendors and interactive partners
- Complete projects by coordinating with other departments such as Events, Development and Programs
- Design graphics for Cocktails and Culture, Salud! and evening Public Programs
- Work with Director of Retail Services to develop store product
- Serve as the videographer and photographer for the Marketing department
- Work closely with the Communications and Marketing team to create visual concepts to communicate ideas that inspire, inform and captivate visitors and guest
- Work closely with the Communications and Marketing team to develop and enforce strategic marketing and communications plans
- Work with the Marketing Manager on purchase and works orders
- Other duties as assigned

EDUCATION:

- Required: Bachelor's Degree in Art, Graphic Design or a related field

EXPERIENCE AND SKILLS:

- Minimum of 3 years experience in a fast-paced work environment, preferably in a museum or design office setting
- Experience with all phases of design work, from concept exploration and development to graphic production process and installation techniques
- Knowledgeable in the supervision of printing and publication processes for a broad range of materials
- A solid knowledge of graphic design software in a Mac OS environment including Adobe CC suite of software especially InDesign, Illustrator, Photoshop and Acrobat
- Strong interest in brand identity and communication design and how it carries over to a variety of media
- Excellent written and oral communication skills
- Good time management skills, self-motivation and ability to handle multiple project deadlines
- Ability to work with minimum supervision
- Attention to detail, accuracy, quality and organization
- Flexibility when working with others to troubleshoot and resolve problems
- Awareness of relevant accessible design standards

PHYSICAL REQUIREMENTS:

- Ability to lift up to 30 lbs.
- Must be able to bend, stoop, walk, climb stairs, stand, and sit for extended periods of time
- Must be able to work a flexible schedule including weekends, holidays, and evenings

The Witte Museum is an equal opportunity employer.

Closing date: Open until filled

Résumé and Cover Letter may be emailed to: humanresources@wittemuseum.org