

Flint Cultural Center Corporation

601 E. Second St
Flint, MI 48503

Job Posting – 10.13.21

Job Title: Graphic Designer
Location: Longway Planetarium
Department: Sloan Museum & Longway Planetarium Marketing
Reports To: Marketing Manager
FLSA Status: Non-Exempt Full-Time – Includes Benefits
****The pay range for this position is \$18-\$22/hr based on experience****

GENERAL DESCRIPTION

Graphic design and production coordination of all internal and external marketing visual presentations and communication materials for Sloan Museum & Longway Planetarium and its member organizations.

RESPONSIBILITIES

- Under the direction of the Marketing Manager provides in-house graphic design services for Sloan Museum and Longway Planetarium and its member organizations.
 - Creative concept development
 - Graphic design project execution (publications, brochures, posters, direct mail, newsletters, collateral materials, billboards, banners, education materials, gift shop merchandise, web advertisements, etc.)
 - Print production & project time management
- Prepares and provides digital/print ready graphics
- Provides design direction, resources and counsel on projects to all departments at Sloan Museum & Longway Planetarium.
- Accepts and completes projects as directed by the Executive Director.
- Other projects and responsibilities as assigned.

QUALIFICATIONS/SKILLS/EDUCATION/EXPERIENCE

- Candidates must have a minimum of an Associate's degree with major course work in graphic arts, graphic design, or related field
- 3+ years' experience in design for print and digital (non HTML/coding) is required.
- Experience in Adobe Creative Suite is required with specific and demonstrated focus on:
 - InDesign
 - Photoshop
 - Illustrator
 - Lightroom
- Experience in WordPress a plus (to make website updates)
- Experience with Microsoft Office on a Mac platform is required.
- Ability to produce interactive graphics is a plus.
- Experience in photo editing is a plus.
- Excellent communication skills within the organization and also with outside vendors (printers, advertising resources, etc.) is required.
- A portfolio that demonstrates creative thinking and design skills reflecting an ability to understand marketing communications objectives and strategies both in print and digital, will be requested during the interview process.
- Thorough knowledge of cost-effective print production techniques and processes with ability to ensure a high-quality product is required.
- Must possess confidence and professional maturity that demonstrates the ability to participate in design reviews and appropriately respond to constructive feedback.
- Self-motivated with the ability to work both independently and in a team capacity within a deadline driven environment is a must.
- Strong organizational and problem-solving skills with the ability to multi-task is required.

Apply by submitting your resume to: hr@fcccorp.org

The Flint Cultural Center Corporation is an Equal Opportunity Employer