



## Connecticut Science Center Graphic Designer

**Job Title:** Graphic Designer

**FLSA:** Full Time (40 hour), Non Exempt

**Reports To:** Marketing & Membership Manager

### **Summary:**

Serving more than 300,000 adults and children each year, the Connecticut Science Center is the state's premier destination for informal science learning, a top tourist attraction, a hub for teacher training, and one of the state's foremost resources for Science, Technology, Engineering and Math (STEM). The organization's Graphic Designer is a member of the Advancement Department, which includes Marketing, Membership, and Development. The Graphic Designer produces a high volume of print and electronic promotional materials to support sales and attendance goals and develop brand awareness. This position interacts with numerous departments throughout the organization, as well as with a variety of outside partners and vendors.

### **Duties & Key Responsibilities:**

- Under the direction of the Marketing & Membership Manager, develop concepts and visual images for print, web, digital and other media that drives first-time and repeat visitation, corporate and individual donations, positive word of mouth advertising, and supports the overall sales efforts of all Connecticut Science Center programs, products, events and offerings.
- Possess an intellectual curiosity about the work and mission of the Connecticut Science Center, and have passion for how the organization's graphic communications will support this.
- Serve as a brand champion and guardian of the Connecticut Science Center by ensuring consistent use of branding throughout all communication mediums.
- Assist the Marketing & Website Coordinator with general oversight of the website, designing graphical elements and updating minor content as necessary to ensure a quality experience for all users.
- Be constantly aware of Connecticut Science Center initiatives to anticipate both current and future design needs. Work closely with the Marketing & Membership Manager to plan a design workflow and keep all projects on schedule.
- Must work well under pressure of tight timelines and shifting priorities with a dedication to meeting deadlines while producing high-quality work on-time and within budget.
- Ability to work collaboratively with numerous outside printers, graphic designers, and vendors.
- Maintain and keep well-organized all institutional graphic and image files, archives of logos, photos, artwork, designs, etc.
- Other duties as required.

### **Requirements & Qualifications:**

- Proven graphic designing experience with a strong portfolio. Minimum 5 years related experience. Degree in graphic design or closely related field is strongly preferred.
- Must be able to take direction and constructive criticism with an open mind and positive attitude. The ability to amend work, as required, reflecting comments and feedback is critical.



- Meticulous attention to detail with a clear understanding of typography, layout, color sense, and marketing messaging in design.
- Understanding of, and experience with, four-color prepress.
- Superior creative talent, with an ability to create new and original design ideas for a variety of media and audiences while staying true to existing brand equity.
- Good listening skills and a sensitivity to internal customer needs.
- Superior organizational skills and the ability to manage a heavy, and constantly shifting, workflow.
- Ability to work a flexible schedule, including some nights and weekends and/or on special event days.
- Commitment to being part of a team.

**Required Computer & Software Skills:**

- Proficiency with industry leading software and technologies; most importantly Adobe Creative Cloud applications (InDesign, Illustrator, Photoshop, etc).
- Ability to perform job flawlessly using either a MAC or PC system.
- Commitment to remaining current with best practices, tools, and relevant trends in the graphic design field.

**Preferences:**

- Strong writing skills, in particular with grammar and punctuation.
- An understanding of basic photography principals and familiarity operating a CMOS Digital SLR camera.
- Some experience with HTML, CSS, WordPress, JavaScript, and PHP is a plus.

Qualified applicants will go through an application process, two-part interview process and must successfully complete a background check.

To apply, send a cover letter and résumé along with a digital portfolio or design samples (preferably showcasing different design mediums) to [HR@CTScienceCenter.org](mailto:HR@CTScienceCenter.org) by **Friday, August 5, 2016**. Please reference "*Graphic Designer*" in the subject line. Incomplete applications will not be considered.

The Connecticut Science Center is an Equal Opportunity Employer.