



LAGUNA ART MUSEUM

Date Created: August 2022
Position: Exhibition and Graphic Designer
Reports To: Deputy Director
FLSA Status: Exempt (professional), Full-time

The essential function of this position is to combine brand design, exhibition design, marketing, product design and graphic design to create the visual identity that represent Laguna Art Museum.

- Create, maintain, and develop branding for all aspects of the institution
- Work in collaboration with staff and external contractors (Guest Curators, Curatorial Fellows, etc.) to create and develop a brand identity and floorplan for all exhibitions
- Supervise printing of all exhibition didactics (vinyl, exhibition texts, banners, etc.) and other museum materials for digital and print (brochures, flyers, invitations, letterhead, logos for programs and initiatives, development materials, signage)
- Contribute to the museum's digital presence, including management of the website, social media, supplemental digital materials and more
- Plan and implement exhibition design plans and design modifications in public-facing areas of the museum
- Contribute to the marketing process from start to finish and work with museum leadership to create strategic goals
- Maintain and contribute to the museum's photo archive of useable images for design
- Apply brand strategy to museum store as a center for retail and for individual products. In conjunction with store staff, design unique store merchandise including designed digital and printed advertisements
- Manage and develop relevant department budgets

Supervisory Responsibilities

Directly supervises employees or subcontractors related to designated departments. Carries out supervisory responsibilities in accordance with the museum's policies and applicable laws. Responsibilities include hiring, firing, training employees; planning, assigning, and directing work; rewarding and disciplining employees; addressing complaints and resolving problems.

Education and/or Experience

Bachelor's degree (B.A.) in a related field from four-year college or university and 5+ years related experience and/or training; or equivalent combination of education and experience. 3+ years of management / supervisory experience

Language Skills

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, mark-ups, interest, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Certificates, Licenses, Registrations

Valid California State Driver's License required with acceptable driving record.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is regularly required to stand; walk; sit; climb or balance; and stoop, kneel or crouch.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Compensation

Compensation for this position ranges from \$63,000 to \$70,000, depending on candidate experience.

To apply: Please email a cover letter and resume to Victoria Gerard, Deputy Director at vgerard@lagunaartmuseum.org. Please use "Design and Brand Manager" as the email subject line.