

## **Graphic Designer – Henry Art Gallery**

The Henry Art Gallery seeks a full-time (32 hours per week) Graphic Designer to design publications, print, and electronic materials. Projects include exhibition graphics, catalogues, brochures, advertisements, and signage. Our ideal candidate will have an inventive visual style that can respond to the Henry's graphic identity while strengthening the museum's overall graphic image. Extensive project management, production, and leadership experience are required, as is experience working in collaborative teams, the ability to work quickly and to bring creativity to the task at hand, and a desire to produce high-quality, clear, creative work that consistently reflects the Henry Art Gallery's role as an innovator and catalyst for artistic work.

### **Responsibilities:**

The Graphic Designer works with the Associate Director for Communications and Outreach to create all print and electronic communications for the Henry Art Gallery. This individual serves as the institutional expert on maintaining and evolving a graphic identity that reflects the breadth and value of exhibitions and programs at the Henry Art Gallery, and is a resource for the entire Henry staff on design issues, electronic pre-press and electronic publication. The Henry's Graphic Designer manages projects, and assigns tasks to the Graphic Design Intern or Work-Study. This position is responsible for coordination and oversight of all printing and production with University of Washington and outside vendors.

Materials created by this department include newsletters, posters, web features, online news, exhibition-related publications ranging in scale from brochures to catalogue, direct mail materials, invitations, stationery, business cards, membership renewal forms, response cards, and envelopes; exhibition graphics for 12 – 16 art exhibitions per year, including titles, didactic panels, labels; and directional signage. The individual should have the ability to meet all production and installation deadlines, and manage the deadlines of his/her department and work within a balanced budget for each project. Other duties as assigned.

### **Qualifications:**

A degree in graphic arts, design, or a related area is required, as well as demonstrated professional experience, with a portfolio of produced work; fluent use of InDesign, Photoshop, and Illustrator in an Apple environment; a dynamic use of typography and color; knowledge and proficiency in Web design, fluency in editorial marks and correction language; familiarity with numerous production and printing methods, attention to overall detail and neatness; ability to juggle multiple projects effectively in a fast-paced environment; and exceptional written and verbal communication skills.

### **About the Henry Art Gallery:**

The Henry Art Gallery engages diverse audiences in the powerful experience of artistic invention and serves as a catalyst for the creation of new work that

inspires and challenges. Exhibitions, collections, and public programs stimulate research and teaching at the University of Washington, provide a creative wellspring for artists, and reveal a record of modern artistic inquiry from the advent of photography in the mid-19th century to the multidisciplinary art and design of the 21st.

**Work Schedule:**

Tuesday through Friday, 9 a.m.–5 p.m., with flexibility as needed. Work must be done on site, during regular hours.

**Compensation:**

Salary is DOE + terrific benefits and work environment. Position is exempt from overtime. Send cover letter, resume, and portfolio URL, to [jobs@henryart.org](mailto:jobs@henryart.org). Qualified candidates will be contacted by phone, and print samples will be required for interviewees. *All application materials must be sent electronically.* Position closes March 15, 2010.

This position is with the Henry Gallery Association, and is not a UW position. EOE.