



## POSITION DESCRIPTION: **GRAPHIC DESIGNER**

**SUMMARY:** The graphic designer at Virginia MOCA is a member of the marketing team. The designer is responsible for creating graphics and layouts for digital and print media that are consistent with the image and brand of the museum. This position works collaboratively with all departments. Projects include digital and print advertisements, exhibition identities and didactics, printed collateral for all departments, social media graphics, and fundraising materials.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

- Understanding project briefs and requirements
- Communicating design ideas and concepts
- Execute final designs with great attention to detail
- Editing and proofing designs
- Incorporating requested edits into designs
- Handling print orders and communications
- Assist with in-house production and printing
- File organization on public drive
- Maintaining marketing projects schedule
- Understanding of the Virginia MOCA brand

### **REQUIRED SKILLS AND ATTRIBUTES:**

- Ability to multi-task
- Flexible
- Team-oriented
- Adhere to deadlines
- Writing and editing
- Strong verbal and written communication
- Typesetting
- Photo editing
- Knowledge of printing processes and paper selection

**REQUIRED SOFTWARE:** Adobe Creative Cloud: InDesign, Illustrator, and Photoshop

**CONTACT:** Submit cover letter and résumé to Sallie Wiggins, PR & Marketing Specialist, [Sallie@VirginiaMOCA.org](mailto:Sallie@VirginiaMOCA.org)

### **ORGANIZATION:**

MOCA is a nonprofit institution founded in 1952 to foster awareness, exploration, and understanding of the significant art of our time. Regularly changing exhibitions feature painting, sculpture, photography, glass, video, and other visual media from internationally acclaimed artists as well as artists of national and regional renown. By balancing its four primary activities—gallery exhibitions, studio art classes, educational outreach programs, and outdoor art shows— MOCA seeks to involve a diverse regional public in the rich and active language of contemporary visual art.