



TUCSON MUSEUM *of* ART AND HISTORIC BLOCK

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PART-TIME GRAPHIC DESIGNER

JOB DESCRIPTION

EOE

POSITION: Graphic Designer

STATUS: Part-time, hourly, non-exempt. Not to exceed 30 hours per week. Weekly on-site work schedule is primarily Monday-Friday, variable depending on workload and deadlines.

REPORTS TO: CEO

COMPENSATION: \$18.00-\$21.00 per hour

JOB DESCRIPTION:

TMA is searching for a talented Graphic Designer who will be responsible for designing all marketing materials for print and social media, including advertising, annual reports, educational & public program promotion, exhibition announcements, fundraising materials, digital posts, invitations, special events, and museum signage. This position will be responsible for working with the museum's preferred printing establishments and assuring deadlines and expected quality are met.

Partnering with the Marketing & Communications Manager, the Graphic Designer will be expected to promote a strong visual brand identity; broaden awareness of the museum's programs, historic campus, and positive impact; help raise earned revenue and visitation numbers; increase philanthropic giving; and reinforce an accessible and welcoming venue for all.

MAIN RESPONSIBILITIES:

- The ideal candidate will have expert knowledge of current design software and be skilled in every step of the design process, from concept to final deliverable.
- The ability to create a more dynamic visual identity that can be applied across communication platforms is a plus.
- Collaborate, brainstorm, and strategize with other museum department directors to translate strategic direction into high-quality design within an established brand identity.
- Work independently as well as cooperatively with the Marketing & Communications Manager to meet deadlines, stay within budget, and schedule project implementation based on workload, which may include five or more simultaneous projects.
- Be knowledgeable of other museum branding, nationally and regionally.
- Examine existing processes and create solutions that improve design capabilities.



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MINIMUM REQUIREMENTS - KNOWLEDGE & SKILLS:

- Three or more years of experience in professional graphic design, or related field.
- A strong portfolio containing creative design solutions that demonstrate a comprehensive understanding of typography, layout design, and color theory required.
- Ability to conceptualize and deliver creative content across a variety of mediums.
- Thorough knowledge of design software, including Illustrator, InDesign, and Photoshop.
- Thorough knowledge of grammar, punctuation, and spelling, as well as strong written and verbal communication skills.
- Photography experience and proficiency with photo-editing software a plus.
- Organizational and time-management skills for meeting deadlines in a fast-paced environment.
- Desire to continue building skill set with education and training.
- Attention to detail and flexibility in diverse situations.

Application Materials:

- Cover letter outlining your interest in the position.
- Resume or curriculum vitae.
- Link to website and/or portfolio of design work.
- Contact information for three (3) professional references.

To Apply: Send resume, cover letter, and references to: jobs@tucsonmuseumofart.org

No Phone Calls, Please. This position will be open until filled.

ABOUT THE TUCSON MUSEUM OF ART

The Tucson Museum of Art and Historic Block (TMA) connects art to life through meaningful and engaging experiences that inspire discovery, spark creativity, and promote cultural understanding. Founded in 1924 as the Tucson Fine Arts Association, the institution has continued to expand its footprint, collections, audiences, and community partnerships over the past century.

At TMA, we seek to employ a diverse group of people who embody, promote, and uphold our organizational values and Inclusion, Diversity, Equity and Access (IDEA) Plan. We welcome and encourage individuals of all backgrounds to apply. As a responsive, community-centered museum, we strive to represent, activate, and advocate for all Southern Arizona communities.



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Today, TMA encompasses an entire city block in historic downtown Tucson and includes over 70,000 square feet of gallery space; the Alice Chaiten Baker Center for Arts Education, which provides four studio classrooms, two conference rooms, research library, collection storage area, and staff offices; Café a la C'Art; a Museum Store; and five historically significant buildings.

TMA has an annual visitation of over 70,000 and a permanent collection of nearly 11,000 artworks representing multiple continents and centuries. The museum's rotating and permanent collection exhibitions feature original and touring shows focusing on the core collecting areas of Art of the American West, Art of Latin America, Indigenous Arts, and Modern and Contemporary Art, which are supported by docent-led tours, educational activities, and community engagement programs. Art acquisitions and collections care are partially supported by TMA affiliate groups, including the Contemporary Art Society, Latin American Art Patrons, and Western Art Patrons.

The Tucson Museum of Art and Historic Block is accredited by the American Alliance of Museums. As an institution built upon the original territories of the O'odham, the Tucson Museum of Art and Historic Block (TMA) acknowledges the Indigenous Sonoran Desert communities, past and present, who have stewarded this region throughout generations.