

JOB TITLE:	Director, Graphic Design
DEPARTMENT:	Marketing
REPORTING RELATIONSHIP:	Vice President, Marketing & Sales
EMPLOYEES SUPERVISED:	1 FT
FULL/PART TIME:	Full Time
FLSA STATUS & PAY GRADE:	Exempt C

POSITION PURPOSE:

This position is responsible for leading the graphic design team in planning, creating, and managing the design of marketing collateral and IHS Press publications.

ESSENTIAL FUNCTIONS:

1. Implement standards of quality and elements of style and appearance that readily identify collateral as products of IHS.
2. Interpret manuscripts to determine appropriate methods of presentation for the defined targeted audiences; research design options; consult with authors, editors, and marketing staff to develop design concepts.
3. Work with internal stakeholders to help develop/ensure a cohesive, branded look for institutional end products made available to the public.
4. Manage correspondence with print vendors, determine job specifications, request pricing quotes and work with editors. Prepare files for printing and assist with invoicing process.
5. Monitor scheduling and overall project production.
6. Produce figures, maps, and other illustrations as needed.
7. Post design production as needed.
8. Perform other duties as assigned.

ESSENTIAL KNOWLEDGE, SKILLS, & ABILITIES:

1. Detail oriented with the ability to handle multiple tasks at one time.
2. Ability to lead a team.
3. Self-starter with the ability to work with minimal supervision.
4. Ability to perform skilled and creative graphic arts functions.
5. Ability to analyze and interpret art needs of manuscripts, publications and other projects.
6. Understanding of branding and identity development.
7. Strong verbal and oral communication skills and the ability to communicate diversely.

PHYSICAL REQUIREMENTS:

Physical Movement – Stooping, Bending, Kneeling, and Crouching In order to reach & pick up items

Manual Dexterity – Ability to handle precision knives and other applicable machinery for post design production

Wrist & Visual Stamina – Ability to type and focus on a computer screen for prolonged periods of time

(Incumbent must be able to meet physical requirements with or without reasonable accommodations. Reasonability of requested accommodation is to be determined by IHS on a case-by-case basis, in accordance with the ADA.)

QUALIFICATIONS:

Minimum 5 years professional experience in related field.

BENEFITS:

IHS offers an excellent benefits package, including health, dental, life and long-term disability coverage; employer and employee funded retirement plans with American United Life – OneAmerica; employee assistance program (EAP); Pre-Paid Legal Services; flexible benefits, and generous paid time off. Free parking provided nearby, staff discounts in the Basile History Market and the Stardust Café, and reciprocal benefits at other cultural institutions in Indianapolis.

Applications

Please send a cover letter and resume to: Human Resources, Indiana Historical Society, 450 West Ohio Street, Indianapolis, IN 46202, hr@indianahistory.org or Fax: 317/233.0857. Applications will be accepted until the position is filled.