

June 2024

JOB TITLE:	Graphic Designer
DEPARTMENT/AREA:	Exhibits
REPORTING RELATIONSHIP:	Director, Exhibit Interpretation and Engagement
EMPLOYEES SUPERVISED:	n/a
FULL/PART TIME & TYPE:	Full-time Regular
FLSA STATUS & PAY GRADE:	Exempt Grade A

POSITION PURPOSE:

Position is responsible for graphic design solutions and treatments in support of projects and initiatives within the Indiana Historical Society's (IHS's) exhibit department.

ESSENTIAL FUNCTIONS:

1. In collaboration with internal stakeholders, develop all graphic assets for departmental print and digital content needs.
2. Provide graphic assets for interactive presentations and user interfaces.
3. Provide in-house graphic production.
4. Coordinate vendor services for exhibition related products and services.
5. Other duties as assigned.

ESSENTIAL KNOWLEDGE, SKILLS, & ABILITIES

1. Established technical skills with a variety of applications.
2. Strong organizational skills-maintaining multiple projects in varying stages of production against deadlines
3. Knowledge of ethical, legal, and copyright issues as they relate to historical research libraries.
4. Ability to engage a variety of audiences in meaningful and effective ways.
5. Willingness to pursue latest trends and technologies in field.

QUALIFICATIONS:

Bachelor's degree in applicable field or equivalent experience

PHYSICAL REQUIREMENTS:

Manual Dexterity – Ability to handle fragile items with care.

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

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.)

TOTAL COMPENSATION

IHS offers an excellent compensation package. Benefits include 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 an application (found [here](#)), resume, and a cover letter (as needed) to: Human Resources, Indiana Historical Society, 450 West Ohio Street, Indianapolis, IN 46202 or at hr@indianahistory.org. Applications will be accepted until the position is filled.