

## Indiana Historical Society

### Job Description

December 2022



<b>JOB TITLE:</b>	Graphic Production Designer
<b>DEPARTMENT:</b>	Marketing
<b>REPORTING RELATIONSHIP:</b>	Director, Graphic Design
<b>EMPLOYEES SUPERVISED:</b>	n/a
<b>FULL/PART TIME:</b>	Full Time
<b>FLSA STATUS &amp; PAY GRADE:</b>	Exempt B

#### POSITION PURPOSE:

This position is responsible for supporting all aspects of the Indiana Historical Society's (IHS) graphic design department.

#### ESSENTIAL FUNCTIONS:

1. Implement standards of quality and elements of style and appearance that readily identify collateral as products of IHS, ensuring consistency throughout projects.
2. Interpret and determine appropriate methods of presentation for the defined targeted audiences; research design options; consult with internal and external stakeholders to achieve desired, cost-effective outcomes.
3. Print production using large format plotter and production-grade printer, fabricating printed materials for presentations, signage, public distribution, etc.
4. Digital production, using the latest software, including formatting/reformatting elements from existing design packages and creating new assets using IHS brand guidelines.
5. Produce figures, maps, and other illustrations as needed.
6. Perform other duties as assigned.

#### ESSENTIAL KNOWLEDGE, SKILLS, & ABILITIES:

1. Ability to handle multiple deadlines at one time while maintaining attention to detail.
2. Self-starter with the ability to work with minimal supervision.
3. Ability to perform skilled and creative graphic arts functions.
4. Ability to analyze and interpret art needs of manuscripts, publications and other projects.
5. Knowledge of design techniques, tools and principles involved in production of media (including typography, print production, and color-proofing).
6. 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:

3+ years professional experience preferred but not required

#### 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, resume, and work examples to: Human Resources, Indiana Historical Society, 450 West Ohio Street, Indianapolis, IN 46202, [hr@indianahistory.org](mailto:hr@indianahistory.org) or Fax: 317/233.0857. Applications will be accepted until the position is filled.