

JOB TITLE:	#1194 Associate Graphic Designer
OPEN TO:	This job is open to all applicants.
LOCATION:	History Center
SALARY:	\$3,308.00 monthly minimum
STATUS & HOURS:	Full-time, regular (2,088 annual hours) position.
CLASSIFICATION:	08L Professional
HIRING MANAGER:	Creative Manager
POSTING DATE:	March 12, 2015
DEADLINE DATE:	Application materials must be received by March 26, 2015.
SUPPLEMENTAL FORMS:	Not required for this position.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for an Associate Graphic Designer to assist the Creative Manager by leading the design and production of Minnesota Historical Society (Society) informational and promotional publications including publication planning, designing, division/department staff consultation or coordination; printing, proofreading and quality control.

RESPONSIBILITIES: 1) lead design of print materials (including brochures, flyers, posters, etc.) consistent with program objectives, brand guidelines and budgetary constraints; 2) provide for the day-to-day production of print publication activities; 3) obtain photography for publications, assist in photo research, maintain familiarity with photo collection and scan appropriate photos for publication use; 4) write print specifications, prepare requests for bids, and review print proposals consistent with MNHS bid guidelines; and 5) clarify to other staff members the institutional identity guidelines for MNHS print publications.

MINIMUM QUALIFICATIONS:

- Bachelor's degree plus three years of experience or equivalent OR an advanced degree plus two years program experience or equivalent.
- Three to five years of experience in graphic design or print production and Macintosh based design/layout programs (Adobe Creative Suite including InDesign, Illustrator and Photoshop).
- Proven design or production experience in seeing projects from conception to completion and the ability to organize simultaneous projects, set priorities, develop budgets and meet deadlines while managing creative ideals.
- Keyboarding skills and demonstrated ability to use a computer for word processing, desktop publishing and databases.
- Strong written, verbal and interpersonal skills.
- Strong attention-to-detail and project management skills.
- Demonstrated ability to work well under pressure and with high work standards and tight time deadlines.
- Must be self-motivated, self-disciplined and be able to work with others as a team.

DESIRABLE QUALIFICATIONS:

- Must be able to work successfully with a diverse group of MNHS staff, freelance writers, printers and designers.
- Proven design and desktop publishing experience in a variety of print formats from brochures to advertisements.
- Experience with a variety of printing processes and technology.
- Experience with a non-profit organization.
- Experience with trouble-shooting Macintosh and/or IBM compatible computers in the work place.

TO APPLY: Submit *MNHS Application for Employment*, (available at www.mnhs.org/jobs), cover letter, resume, and if applicable, any supplemental forms. Application materials must be complete and received by the application deadline date in order to be considered by one of the methods below:

Attn: [Fill in Job Title] Minnesota Historical Society 345 Kellogg Boulevard West St. Paul, MN 55102-1906	Attn: [Fill in Job Title] Email: humanresources@mnhs.org	Attn: [Fill in Job Title] Fax: 651-297-3343
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Incomplete application materials will be returned. If submitting materials for more than one position, you must provide *MNHS Application for Employment*, cover letter, and resume for each position. Applicants who are offered employment will be subject to passing a background check as a condition of employment. EEO

Applications will be acknowledged - No phone calls please -