

MUSEUM LONDON – JOB OPPORTUNITY

Design Specialist

Museum London seeks a creative, collaborative and professional Design Specialist to join our team in a permanent, full-time capacity.

Reporting to the Head of Marketing and Development, the Design Specialist is responsible for creating a range of visually compelling and effective materials for both print and online, and works collaboratively across the organization to support curatorial, education and programs, visitor and gallery services, marketing, development, and administration functions to realize the goals of Museum London for the communities we serve.

Ensuring consistency with Museum London's brand identity across all platforms, the Design Specialist designs and coordinates the costing and production of interpretive and marketing materials, including exhibition and interpretive signage, brochures, marketing materials, reports, select catalogues, templates and other collateral as needed. The Design Specialist is responsible for designing content for Museum London's digital spaces including websites, apps, signs, and for digital marketing materials, and working to ensure these are deployed effectively.

Knowledgeable about contemporary design, accessibility, interested to learn about art, history and the potential of Museums to build community, the Design Specialist is rigorous and thoughtful in their creative work, excels at multi-tasking, brings a keen attention to detail, and is a communicative, collaborative, team player.

On the banks of the Deshkan Zibii / Thames River in the heart of downtown, Museum London sits on the traditional lands of the Anishinaabek, Haudenosaunee, Lūnaapéewak and Attawandaron and serves the diverse people of this region by providing a safe place of belonging where communities can discover exceptional art, rich history and new possibilities.

Job Duties

- Collaborates with staff to develop and deliver a range of thoughtful, accurate, visually compelling interpretive and marketing materials for both print and online within the context of budgets and project deadlines.
- Develops and presents concepts and drafts related to graphic design projects to team members and incorporates feedback to deliver creative designs for the Museum's websites, social media channels, and other digital spaces as needed, as well as for on-site projects including exhibitions, programs and events as required.
- Participates in the development and implementation of the Museum's marketing and communications plans and contributes to analyzing and evaluating projects in the context of the Museum's strategies as part of a culture of continuous improvement.

- Coordinates with external suppliers and vendors including printing, photography, digital services and other production services as required to ensure that materials are fabricated and deployed effectively and on time.
- Liaises with third-party organizations, contracted artists and designers and others as required to ensure quality and adherence to the Museum's brand identity standards.
- Researches and stays current on graphic design trends and software and ensures copyright and privacy laws are adhered to as well as the requirements of the Accessibility for Ontarians with Disabilities Act (AODA).
- Maintains an inventory of graphic art supplies.
- Performs other duties as required.

Qualifications

The Design Specialist must have a university degree or college diploma in graphic design and a minimum of three years of related experience.

Skills and Abilities

- Demonstrated knowledge of marketing concepts, communications technologies, printing process and graphic design technology.
- Knowledge of industry standard software; proficiency with Adobe Creative Suite (Adobe InDesign, Adobe Illustrator, Adobe Photoshop, Adobe Acrobat); proficiency in Microsoft Office Suite.
- Demonstrated knowledge and commitment to diversity and inclusion in developing concepts and materials.
- Knowledge of AODA requirements and the ability to develop materials that meet these requirements.
- Website development and design experience an asset.
- Ability to work independently and collaboratively.
- Excellent interpersonal, organizational and time management skills with ability to establish priorities, multi-task, meet deadlines with keen attention to detail and in alignment with project goals.
- Excellent oral and written communication skills.

Application Process

Museum London is strongly committed to employment equity and diversity. We welcome all applications from racialized persons/persons of colour including Indigenous peoples, persons with disabilities, persons of all sexual orientations and gender identities, and others who may contribute to the further diversification of ideas. Accommodations for candidates are available on request for all aspects of the selection process. Our hiring process is in accordance with the Museum London Mandatory Proof of COVID-19 Vaccination Administrative Policy. The incumbent must provide a Criminal Record and Judicial Matters Check (CRJMC) that is less than 12 months old.

This is a permanent, full-time position and is part of the CUPE bargaining unit. It is a thirty-five-hour work week, Monday through Friday from 9 am to 5 pm. The starting salary ranges from \$41,625 to \$47,175 commensurate with experience, plus OMERS and benefits plan.

Applications should be submitted in PDF format directly to careers@museumlondon.ca with the job title as the subject line. Include a cover letter explaining your interest and relevant experience as well as a CV and portfolio. Those selected for an interview will be contacted.

We are grateful to all applicants for their interest in Museum London.

Deadline to Apply: Monday, February 6 at 8:00 AM EST

For more information about Museum London's programs and services, visit museumlondon.ca

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