



**JOB ANNOUNCEMENT  
FOR GRAPHIC DESIGNER ASSOCIATE  
PORTLAND ART MUSEUM and PAM CUT // CENTER FOR AN UNTOLD  
TOMORROW  
PORTLAND, OREGON**

The Portland Art Museum (referred to as Museum) and the Center for an Untold Tomorrow (referred to as PAM CUT) invites applications for the position of Graphic Design Associate. The Graphic Designer Associate works with the Creative Director to design, produce, install, and deliver design projects across Museum departments. The position is part of the Marketing department, but it interacts with and supports the entire Museum. With a variety of projects, the work environment is fast paced and dynamic. The ideal candidate will be familiar with current design software and adept at all stages of the design process, from concept to final deliverable.

Working with different Museum teams, the graphic designer assistant turns spoken and written directions into effective designs. Successful candidates will possess an understanding of branding and marketing, as well as generate unique designs that meet the needs of the Museum. This role is an entry level position with minimal creative oversight and often working from templates or updating existing designs.

**Duties & Responsibilities**

- Work on a wide range of projects and media, using various computer software to visualize and develop designs that meet Museum goals. Projects include:
  - Print collateral such as invitations, brochures, postcards, flyers
  - Digital designs such as e-vites, on-site screens, website graphics, social media graphics, slide presentations
  - And others as needed
- Work with colleagues to ensure designs meet brand expectations, express ideas accurately, and represent the Museum
- Work independently and cooperatively on several projects with the marketing team, meeting deadlines and budget constraints, and scheduling project implementation as needed, which may include simultaneous projects
- Help maintain team files
- Collaborate, brainstorm, and strategize with multiple teams to produce a variety of materials such as web pages, presentations, programming collateral, signage, and marketing materials
- Knowledge of photo editing, retouching, and color correction

### **Secondary Responsibilities**

- Still photography of events, galleries, etc. as needed
- Performs other related duties as assigned

### **Supervisory Responsibilities**

- No supervisory responsibility

### **Required Knowledge & Skills**

If you have any questions along the way including wanting to talk about a non traditional career background, please reach out to HR.

- Proven experience in graphic design, with a strong portfolio of work
- Organizational and time-management skills for meeting deadlines in a fast-paced environment
- Excellent communication skills
- Understanding of print processes

### **Education, Formal & Informal Experience, Training Required, Certification, Etc.**

- Bachelor's degree in graphic design or related field or equivalent combination of relevant education and/or experience
- 1 to 2 years' design experience in lieu of a degree specifically in Design
- Experience with design software Adobe Creative Cloud; Illustrator, InDesign, Photoshop, etc.
- Working knowledge of Google Workspace, Microsoft Office Suite (Word, Excel, PowerPoint)

### **Job Conditions**

- Non-exempt/full-time position
- Schedule/hours: Monday - Friday, 9am - 5pm, 35 hours per week
- Onsite the first month and then with occasional work from home flexibility
- Extensive computer work

### **Physical Activities**

- Frequent sitting in an office environment
- Occasional standing and walking; inside office
- Continuous use of fingers; high computer and phone use, office supplies
- Continuous repetitive motions of hands/wrists; high computer and phone use, office supplies
- Frequent grasping/handling of devices such as mouse and work material
- Visual acuity to perform activities within the essential functions
- Frequent communication with team members or clients
- Lift/carry/push/pull up to 30lbs items such as brochures, files, etc.

- This list does not summarize a complete representation of all physical requirements

**Compensation, Benefits & Perks**

- This role is non-exempt/hourly, full-time status
- Budgeted compensation is within pay grade G (\$22.76 min - \$26.50 mid - \$29.96 max), depending on experience

**Please see the full job posting on our career website:**

<https://portlandartmuseum.org/about/careers/>