

Moore College of Art and Design Job Posting

Status: Non-Exempt

Position: Graphic Design and Website Coordinator

Reports To: Chief Marketing & Communications Officer

Purpose: This full-time, in-house graphic designer position also oversees all website needs and updates in a busy Marketing and Communications Department.

Requirements:

- Undergraduate degree in graphic design or related field.
- Minimum two years of related graphic design and website experience.
- Strong design and multimedia skills.
- Attention to detail, strong organization and time management skills.
- Ability to effectively manage multiple projects simultaneously and adapt to changing deadlines.
- Design within the parameters of the College's established visual identity.
- Mastery of Adobe Creative Suite: InDesign, Illustrator, Photoshop, Dreamweaver and industry-standard design hardware/software.
- Experience in print techniques, as well as reviewing and editing proofs.
- Understanding of social media and related needs/assets for Facebook, Twitter, Pinterest and Instagram.
- Experience developing content for web and interactive media.
- Experience with Content Management Systems.
- Ability to think creatively and work quickly with personnel throughout the College.
- Ability to prioritize work and willingness to work as a team member required.

Responsibilities:

1. Assist with concepts and follow-through development of design, production and completion of select College publications, merchandise, swag and other visual design projects as assigned, working to deadline and budget.
2. Assist with proofing process and proof work for print and design specifications and consistencies. Remain up-to-date on and follow College Style Guide and Editorial Standards.
3. Keep track of production timelines and report as needed to Chief Marketing & Communications Officer on status of deliverables.
4. Communicate with in-house clients to establish and maintain goals, and delivery timeframes.
5. Create assets for social media, advertising and other print and/or digital campaigns.

6. Supervise graphic design and/or website student interns and work studies on projects related to those bodies of work.
7. Stay up-to-date with latest technology and industry trends.
8. Maintain organized file system and file backups.
9. Manage the Moore website and all of its assets and provide Google Analytics reports on a regular and ongoing basis.
10. Project manage major changes or updates to the website, including redesigns, content and navigation overhauls, and content migration, working with members of other departments on workflow as necessary.
11. Manage Moore's current website vendor and communicate with them about ongoing needs.
12. Other department duties as assigned, including backup support on social media.

Physical Demands/Working Conditions:

No physical demands. Office settings. May require extended work hours when "on deadline."

The above statements are intended to describe the general nature and level of work being performed. These are not to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel as so classified.

To apply: send cover letter **with salary requirements** and resume to: Moore College of Art and Design; Attn: Director of Human Resources; email: hr@moore.edu.

The College adheres to the principle of equal educational and employment opportunity without discrimination on the basis of race, color, religion, age, national or ethnic origin, sexual orientation, gender identity or expression, handicap or disability, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law in the administration of its educational policies, scholarship and loan programs, and other College-administered programs and employment practices. Retaliation is also prohibited. To read our full compliance statement please visit: <https://moore.edu/non-discrimination-policy/>