



POSITION: Graphic Artist  
REPORTS TO: Chief Advancement Officer  
STATUS: Full-time, Exempt

### **Job Summary**

The Graphic Artist is an energetic, self-motivated, and detail-oriented team player who visually communicates MMA's exhibitions, programs, mission, and values. As a Graphic Artist, you are responsible for producing visual aspects for marketing and communication materials across all platforms including print and digital media. Additional duties include documentation and archiving of materials.

A list of essential job functions is below. This list is not designed to be a comprehensive itemization of every activity, duty, or responsibility that may be encountered. Activities, duties, and responsibilities may be changed, added, or eliminated at any time with or without notice.

### **Essential Functions**

#### **Role #1 Graphic Design**

- Create visually appealing and effective designs for various marketing and communication materials, including brochures, flyers, infographics, print ads, banners, newsletters, and annual reports.
- Ensure that design concepts align with MMA's branding guidelines, exhibition branding, and messaging strategies.
- Communicate with printer vendors on print and pre-flight production processes.
- Collaborate with internal teams to integrate visual elements into overall communication strategies.
- Review and proof designs to ensure accuracy, consistency, and adherence to established standards.
- Manage multiple design project simultaneously, meeting deadlines, and maintaining a high level of quality.

#### **Role # 2 Digital Media**

- Design graphics for social media platforms, website, email, digital monitors, and other digital channels to enhance online and in-person presence and engagement.
- Create PowerPoint or Google slides for internal and external presentations
- Stay up to date on design trends and technologies to bring innovative ideas to the department's visual communication efforts.

### Role #3 Documentation and Photography

- Assist other departments with photography of programs and events.
- Along with the Associate Director of Communications, responsible for maintaining organized, up-to-date digital and physical archives of programs, graphics, and MMA print materials.

### Competency

- A Bachelor's degree in Graphic Design, Visual Arts or related field preferred
- Minimum 4 years' experience in graphic design.

### Knowledge, Skills, and Abilities

- Proven experience in graphic design, preferably in a professional setting.
- Proficiency in graphic design software and tools (Adobe Creative Suite, etc.).
- Strong portfolio showcasing a range of design work.
- Creative thinking and problem-solving skills.
- Collaborative and team-oriented
- Willing to accept constructive feedback
- Ability to utilize and troubleshoot technology
- Strong attention to detail and commitment to delivering high-quality design work.

### Salary Range

\$40,000 - \$50,000

### Expected Hours of Work

- Exempt - This is a 40-hour a week job, primarily between Monday through Friday. Some evenings and weekends will be necessary to support Museum events and programs.

### Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Some duties may require long periods of movement.
- Work may be performed by indoors and outdoors in different weather conditions.

### About the Mississippi Museum of Art

The Museum is an Equal Opportunity Employer and is committed to creating a diverse environment. The Museum is a private not-for-profit and is not a department or agency of the state or federal government.

The Mississippi Museum of Art is more than an art museum in Jackson, Mississippi. It is a museum *of* Mississippi – a museum that connects Mississippians to our culture, our

history, our communities, and to each other. It is a museum informed by the legacy of our past and emboldened by a vision of a future without division.

We believe it our responsibility to the community to explore and examine every facet of the Mississippi story. The Mississippi Museum of Art is committed to curating a shared space for every Mississippian – a brave space where we can all find wonder, peace, and a voice.

We pride ourselves in being a visitor and community-focused art museum and garden in downtown Jackson, Mississippi. The Museum employs a collaborative staff that works to ensure the exhibitions, programs, operations, and community outreach fulfill the mission, vision, and core values of the institution. We are committed to building a culture of inclusivity that includes continued professional development opportunities at all levels of the Museum.

### **Mission**

The Mississippi Museum of Art connects Mississippi to the world, and the power of art to the power of community.

### **Vision**

Committed to honesty, equity, and inclusion, the Mississippi Museum of Art is a leader in engaging art, artists, and participants in the critical work of reckoning with the past, connecting with each other in the present, and envisioning a future without division.

### **Core Values**

- Warm Welcome + Inclusion. The Museum will model open hospitality for all people and will demonstrate inclusiveness at all levels of its operations and programs.
- Honesty + Diversity. Honoring diverse viewpoints, histories, and lived experiences, the Museum will be a place for honest conversations that respect difference in the service of increased understanding and empathy.
- Local Relevance + National Distinction. The Museum pursues deep investigations into Mississippi's cultural history and produces programs of high quality and relevance that attract new national partners seeking to explore the relationship between Mississippi and the world.
- Artworks + Artists. Museum programs will honor the primacy of artistic objects as sources of meaning and will include, when possible, meaningful opportunities for participants to have personal experiences with visual artists.
- Excellence + Equity. Museum programs, exhibitions, and collections will place artistic value as critical, while simultaneously dismantling traditional hierarchies of genre and style.
- Trust + Authority. The Museum values academic scholarship and accuracy; and, at the same time, it trusts the voices of people who have lived experiences that deepen the meaning of its exhibitions.

### **Employee Values**

A successful member of the Museum's team will be mission-driven, welcoming, inclusive, respectful, empathetic, ambitious, will bring a level of excellence to their work, have a high respect for artists and artistic integrity, and will collaborate within their department and with other departments.

To apply for an opportunity to be a part of our dynamic team, please send your cover letter and resume to [careers@msmuseumart.org](mailto:careers@msmuseumart.org). No phone calls, please.