

Junior Graphic Designer (Part Time)

Department: External Affairs
Reports To: Creative Director
FLSA Status: Hourly, Non-Exempt
Category: Part Time – 10-15 hours a week
Schedule: Hybrid availability

Summary

The part-time Junior Graphic Designer is a member of the External Affairs Department, responsible for assisting with the development and execution of creative concepts across both print and digital channels. Under the guidance of the Creative Director, the Junior Graphic Designer will contribute to Museum deliverables, including social media graphics, email templates, digital ads, photo-editing, as well as print brochures, wayfinding, architectural signage, and promotional flyers for all Museum departments, while learning and growing their design skills.

This position is available for hybrid work and may be primarily remote with occasional in-person presence at the office for meetings, trainings, and collaborative sessions (approximately 1-2 times per month). A MacBook will be provided to be used exclusively for Museum work.

Essential Duties and Responsibilities

- **Design Execution:** Create and produce design solutions across a broad range of formats, including print materials (brochures, printed programs, flyers, and educational items) and digital materials (social media posts, email headers, website imagery, and digital ads).
- **Digital & Social Media Design:** Design and produce social media graphics and email collateral optimized for each platform's specifications. Maintain a working knowledge of platform-specific content policies and community guidelines (Facebook, Instagram, LinkedIn, and YouTube).
- **Brand Consistency:** Apply brand guidelines accurately across all touchpoints, ensuring visual cohesion across print and digital materials.
- **Project Coordination:** Collaborate closely with multiple Museum departments to monitor project status, meet deadlines, and identify capacity issues promptly. Participate in draft reviews and provide realistic turnaround estimates.
- **File Management & Production:** Maintain organized file structures and prepare production-ready files for both digital distribution and print vendors, including proper sizing, bleed, color profiles, and resolution requirements.
- **Learning and Growth:** Continuously develop design skills and stay current with industry trends, emerging tools, and best practices.

Qualifications

- Bachelor's degree in graphic design strongly preferred.
- Experience in an internship or entry-level graphic design role.
- **Technical Proficiency:** Demonstrate strong working knowledge of Adobe Creative Suite, including Photoshop, Illustrator, and InDesign.

- Strong attention to detail and organizational skills.
- Excellent communication and collaboration skills.
- A desire to work in a museum/non-profit setting.
- A strong portfolio showcasing both print and digital design work. Applicants must submit a portfolio of past work when applying to this role.

Competencies

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| 1. Judgement/Decision Making | 5. Customer Focus |
| 2. Communication – Oral and Written | 6. Integrity |
| 3. Organization/Planning | 7. Initiative |
| 4. Business Literacy | 8. Collaboration/Teamwork |

Dallas Holocaust and Human Rights Museum Core Values

Respect: We treat everyone with dignity and respect.

Empathy: We understand that people have varied experiences of struggle and triumph and we treat everyone with compassion.

Inclusivity: We value people's differences and strive to make the Museum accessible to all.

Excellence: We work to perform at the highest possible level in everything we do.

Integrity: We act ethically and transparently.

Courage: We are Upstanders.

The Dallas Holocaust and Human Rights Museum is an equal opportunity employer; we value and strongly encourage a diverse environment.

Applicants, please send cover letter referencing the job title, resume, and design portfolio to resume@dhhrm.org