



## **Graphic Designer**

Reports to: Museum Director and Outreach Assistant

Hours: Approximately 5 hours/week but flexible based on student's availability

Compensation: \$10/hour

### **Position Summary:**

The Graphic Designer will work with museum staff, University Communications and Marketing, UWSP Printing and Design, and the UWSP Information Technology to design of promotional materials as assigned by the Director and Outreach Assistant. Projects include designing temporary exhibits, event flyers, social media/web promotion, wayfinding signage, and special projects, as assigned.

### **Position Requirements:**

The Graphic Designer must be a current UW-Stevens Point student, enrolled in at least 12 undergraduate credits with UWSP, in good academic standing, and maintain a 3.5 in-major GPA. The Graphic Designer should have experience using graphic design software such as Adobe InDesign, Illustrator, and Photoshop. A visual portfolio must be provided to be considered for the position. The Graphic Designer should possess strong leadership and problem-solving skills, excellent written and oral communication skills, and be detail oriented and self-motivated. The ability to take direction, work independently and meet pre-assigned deadlines is necessary.

### **Job Functions:**

Projects will be assigned based on priority.

Performance expectations include the following:

- Work closely with museum staff and other stakeholders to design/produce promotional materials that will represent the museum and the university in a professional manner
- Prioritize tasks to meet preset deadlines
- Create various types of publications (panels, brochures, digital media posts, banners, cards, posters, etc.)
- Follow the guidelines set by the University Communications and Marketing Office as listed in their communication standards manual
- Effectively communicate with museum staff regarding the status of the project
- Develop and maintain positive working relationships with any UWSP employees or students involved in the assigned project

### **Learning Outcomes:**

As Graphic Designer, the Pathways Intern will be able to:

- Complete an experiential learning project by overseeing the development of a cohesive and consistent design plan from start to completion
- Collaborate by working in teams to create materials in partnership with museum staff and other campus partners
- Locate and synthesize multiple sources, including written texts, audio/visual material, and/or digital media in materials suitable for a public audience