



March 6, 2015

Location: Houston, Texas

## Graphic Designer

Space Center Houston, owned and operated by the non-profit Manned Space Flight Education Foundation, Inc., is the official visitor center of NASA Johnson Space Center. The center features more than 400 space artifacts, attractions and theaters related to the exciting future and remarkable past of America's human space-flight program. Join a fun and exciting museum environment.

Currently, we are seeking a full time Graphic Designer responsible for creating, designing, building and maintaining production-ready files for all types of print and electronic collateral (including but not limited to four-color, web and other digital mediums) that support the needs of the company while maintaining exceptional design quality. Design projects will convey key messaging and branding for Space Center Houston and the Manned Space Flight Education Foundation, as well as market programs, encourage donors to give, communicate to the center's visitors in order to enhance their experience, and/or project the center as an employer of choice.

### **POSITION RESPONSIBILITIES:**

- Produce digital and print collateral such as e-cards, banner ads, print advertisements, presentations, posters, signs, postcards, fliers, promotional items, logos, brochures and other products.
- Develop graphic concepts to convey the organization's strategic messaging, brand and goals through design.
- Increase the impact of campaign effectiveness through compelling design while balancing objectives of the overall organization and internal departments.
- Execute projects as assigned and work with the Creative Services Supervisor to establish creative direction and priorities.
- Maintain quality control and carry projects through to execution, including acquiring bids, file setup, sending artwork to press and final proofs.
- Use the organization's resources wisely by acquiring multiple bids from vendors and making recommendations for the best qualified and most cost efficient vendors.
- Support the work of, and collaborate with, other Communications Team members.
- Other responsibilities as assigned.

### **POSITION QUALIFICATIONS**

- Bachelor's degree in Visual Arts and Applied Design, Graphic Design, Graphic Arts, Marketing or a related field.

- A minimum of three years of professional experience in graphic design and production.
- Highly skilled in Adobe Creative Suite with strong experience in Illustrator and Photoshop. Knowledge of HTML and CSS required. Preferred experience with CMS editing, specifically WordPress, and Java. Proficient in Microsoft Office Suite. Comfortable and able to work with Microsoft Windows-based computers.
- Demonstrates creative flair, originality and a strong visual sense for branding and integrating visual elements across multiple mediums in print and digital.
- Strong attention to detail, especially in proofing and making accurate edits, and an ability to solve problems and offer solutions.
- Able to uphold brand requirements and goals while pushing creative boundaries.
- High level of professionalism, energy, enthusiasm and collaboration. Able to give and accept constructive criticism.
- Good verbal and written communication skills.
- Strong organizational skills and able to manage and set multiple priorities, both independently and working with a team. Gives accurate project timeline projections, acquires approvals and meets deadlines.
- Available to work flexible hours including some weekends and/or nights.
- Photography, videography and video editing experiences are pluses.
- Experience with an agency is a plus.

**TO APPLY:** Email resume to [careers@spacecenter.org](mailto:careers@spacecenter.org). For more information, contact the Human Resources Department at (281) 244-2150.