



Mattress Factory

Graphic Designer

(Part-time, non-exempt)

Reports to: Director of Marketing & Communications

Job Overview

The Mattress Factory's Marketing Department is seeking applications for a part-time Graphic Designer who is highly motivated, imaginative, detailed oriented and passionate. They are responsible for implementing the creative strategy and overall design of the Mattress Factory's graphic identity and visual communications. This includes print and digital communications, museum exhibition graphics, marketing collateral and presentation materials. The Graphic Designer works closely with the Director of Marketing & Communications and external vendors overseeing accuracy, quality control and deadlines.

Responsibilities and Duties

- Produce highly visual media that is engaging, informative and inventive
- Create printed collateral including exhibition mailers, exhibition posters, postcards, invitations, education program materials and more
- Create digital materials for social media accounts and newsletters
- Brand and rebrand reoccurring events, public programs and member initiatives as needed
- Communicate with vendors regarding design specs and setup when needed
- Work closely with the Director of Marketing & Communication for visual feedback
- Develop initial concepts and art direction and must be able to verbalize and communicate reasons for making particular aesthetic decisions
- Implement proper branding standards
- Collaborates effectively with other departments to design print, digital and signage pieces that meet their specifications and remain consistent with Mattress Factory branding
- Other duties as assigned

Qualifications

- Bachelor's degree in graphic design, visual communications or related experience
- Minimum of 2 years of design related work experience
- Extensive knowledge of Adobe Creative Cloud Suite (Photoshop, InDesign, Illustrator)

- Strong portfolio of work demonstrating a high degree of creativity
- Video editing and photography skills a plus
- Strong written, presentation and verbal communication skills
- Professional experience working independently and effectively with others, managing deadlines and vendors
- Experience managing print production with knowledge of papers and printing processes
- Ability to multi-task and create an organized production schedule that incorporates time for scheduled and unscheduled projects
- Ability to brainstorm and mock-up several design ideas for each project
- Ability to lift a minimum of 20lbs and stand for long periods of time

To Apply:

Interested applicants should submit a cover letter and resume to jobs@mattress.org. Please put “**Graphic Designer**” in the subject line. Applicants selected for an interview may be asked to provide references. No calls, please.

The Mattress Factory is an Equal Opportunity Employer. The museum is committed to workplace diversity and to providing employment opportunities to all qualified applicants without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.