About the Position:

Laguna Art Museum is the longest serving art museum in Southern California. Connecting the public with California art and artists has been at the core of its existence since it was founded by artists in 1918. Perched on the cliffs above the Pacific Ocean, many of the museum’s programs and activities are inspired by Laguna Beach’s unbeatable natural environment. A new leadership team in 2021 has been focused on several major goals including expansive audience education, strengthening relationships with community, enhancing the museum’s collection of art, increasing earned revenue to sustain operations and inspiring confidence in existing and new donor support. In 2022, the museum served more people than in any time in the last decade. Recently, the museum revamped its vision and mission to be locally loved and nationally recognized. Our mission is to enlighten and engage people of all ages through art that embodies and preserves the California experience.

Laguna Art Museum is seeking a Graphic Design Assistant to work under the supervision and artistic direction of the Exhibition and Graphic Designer. The position will assist with design work for exhibition didactics and branding, letters, flyers and several other materials that support the museum’s fundraising and programmatic efforts. A candidate with initiative and a drive to make a difference will assist with marking a new era at the Laguna Art Museum.

Duties and Responsibilities:

Assist the Graphic Designer in completing all print, online, and electronic media projects. Review marketing material by proofreading and editing. You will prepare marketing materials, create print layouts, give creative input, develop logos and images, and design promotional tools. You will prep files for print, create large scale banners, labels and informational packets, and website and social media assets. You will prioritize and manage multiple projects within branding guidelines all while meeting project deadlines.

Job Requirements:

- Driven mindset with unwavering passion to get the job done.
- Expert proficiency in Adobe CS programs.
- Expert knowledge in graphic design, including typography, and layout.
- Understanding and adaptable with frequently changing deadlines and requests.
- Produce accurate, beautiful, and dynamic work in a fast-paced environment.
- Detail-oriented and with a high level of integrity.
- Effective communication skills; able to write and speak clearly and present information to a wide variety of individuals.
- Possess strong interpersonal skills, positive team player and capacity to work well with a team and as an individual.
- Will take part in Marketing team meetings and communicate requirements for design elements to the broader team.
- Must be hard working, organized, and motivated.
- Follow and reinforce Museum style and branding guidelines.
Education and/or Experience
Requires a high school diploma. A postsecondary education, such as a certificate program or Associates degree is preferred.
1-2 years of design experience in a company environment.
Proficiency with Adobe Suite.
Ability to multitask.

Language Skills
Ability to read, analyze, and interpret the most complex documents. Ability to write speeches and articles using original or innovative techniques or style.

Mathematical Skills
Ability to calculate figures and amounts such as discounts, mark-ups, interest, proportions, and percentages.

Certificates, Licenses, Registrations
Valid California State Driver’s License required with acceptable driving record.

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is regularly required to stand; walk; sit; climb or balance; and stoop, kneel or crouch.

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Compensation
Compensation for this position ranges from $21-$25 per hour depending on candidate experience.

To apply
Please email a cover letter and resume to Ben Brough, Exhibition and Graphic Designer, at bbrough@lagunaartmuseum.org. Please use “Graphic Design Assistant” as the email subject line.