



UNIVERSITY  
OF  
LOUISIANA  
L a f a y e t t e

# Staff Vacancy

**Position: Graphic Designer**  
**Paul and Lulu Hilliard University Art Museum**  
**At University of Louisiana Lafayette**

**EEO No. AA 5-17**

Job Category: Unclassified  
Full Time

The Graphic Designer designs and produces print and online materials for ULL's University Art Museum and Advancement Departments. This position reports to the Marketing/Membership Manager at the Hilliard University Art Museum and is responsible for design and print production for the museum's marketing, membership and education materials, exhibitions, publications, advertisements and e-newsletters.

He/she actively maintains the department's brand across all materials, and establishes and maintains good working relationships with external vendors, such as printers, to ensure projects are not only cost effective but also of the highest quality.

## Responsibilities

- Work with designated staff to conceive, design and produce materials for fundraising, marketing, exhibitions, and education
- Plan, schedule and manage projects from inception through completion
- Manage organizational system for visual assets for each department
- Provide additional support as needed

## Preferred Qualifications

- Bachelors of Arts in Graphic Design
- Excellent design skills and organizational skills
- Proficiency in design and communications software: InDesign, Photoshop, Illustrator, web applications
- Experience with print production
- Enthusiastic about team work and able to promote the philosophy and goals of the Museum.
- Self-driven; able to multitask.
- Entrepreneurial, creative, and superb on follow-through.
- Comfort working with Microsoft Office programs including Word and Excel.
- Prior office experience a plus.

## Compensation:

This is an entry level position with salary range of \$25,000-\$30,000. UL provides an excellent benefits package as well as vacation and sick time along with paid holidays.

**To Apply:**

Send a cover letter, resume and writing sample to Jolie Johnson, Marketing/Membership Manager, Hilliard University Art Museum [jolie.johnson@louisiana.edu](mailto:jolie.johnson@louisiana.edu)