



J O B D E S C R I P T I O N

Title: Contract Graphic Designer (LCM+L)	
Department: Living Computers: Museum + Labs	Reports to: Marketing + Design Coordinator
Date: May 2018	

SUMMARY

LCM+L seeks a Graphic Design professional to complete design projects on an independent basis as a contractor. The Marketing and Communications Coordinator will be responsible for assigning projects, monitoring work, and approving payments. The contractor will provide services which supplement those of in-house staff on an as-needed basis. Living Computers is a unique place which promotes direct experiences with vintage and contemporary computers and related technology. The person filling this role will benefit from a passion for this mission.

RESPONSIBILITIES

- Develop creative concepts for communications materials including social media posts, website, advertising, signage, newsletters, email blasts, brochures, store merchandise, and exhibit graphics.
- Produce production ready designs for communications materials.
- Follow established branding guidelines and templates when applicable.

QUALIFICATIONS

- Demonstrated ability to develop creative communications approaches.
- Ability to create production ready graphic assets.
- Enthusiasm for working as part of an agile team.
- Ability to prioritize tasks and work independently.

Preferred

- Familiarity with vintage and modern computers and technology.
- Previous experience in museums or similar cultural institutions.
- Exhibition graphic design experience.

Required computer skills

- Adobe Creative Suite: Illustrator and Photoshop wizard.

Please submit resume, cover letter, and a link to your portfolio to Lauren Bayer at laurenb@vulacn.com with the subject **CONTRACT GRAPHIC DESIGNER**.