



myriad botanical
GARDENS

GRAPHIC ARTIST

Summary

The Graphic Artist is responsible for supporting marketing communication efforts for Scissortail Park and The Myriad Botanical Gardens through the development of branded communications. This position works closely with the Vice President of Marketing and Communications on the development of communication pieces - ensuring that branding and communication standards are consistently maintained.

Essential Duties and Responsibilities

- Responsible for developing highly effective marketing and communication materials to support a wide array of print, digital marketing and fundraising efforts across the organization.
- Use design software to produce graphic arts and visual materials for direct mail, lead generation, email, various collateral materials/brochures, applications, forms, letters, envelopes and promotional materials.
- Prepare files for prepress, print production and for electronic/web
- Maintain timelines and file delivery for multiple production jobs per week.
- Review work for accuracy.
- Meet deadlines for approvals and file submissions.
- Maintain organized archive of electronic files.
- Other duties as assigned.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Education and/or Experience

Bachelor's degree and minimum of 2 years' graphic design related experience.

Computer Equipment and Software Requirements

- Proficient knowledge of design principals and software used for graphic design, including but not limited to Illustrator, Photoshop, and InDesign.
- Must have good MS Office skills.
- Experience in use of standard office equipment.

Skills and Abilities Required

- Ability to design for print and digital projects.
- Up-to-date with the latest trends, techniques, and technologies.
- An eye for grammar and spelling mistakes.
- Proven ability to meet multiple deadlines and balance numerous projects while maintaining a perspective on long-term goals.
- Experience collaborating with a diverse staff.
- Independence and self-confidence to act decisively and, at the same time, an ability to receive, integrate and translate others' ideas and suggestions.
- A welcome attitude to constructive criticism of his/her work.
- Excellent written and communication skills.
- Willingness to learn new tools and techniques.

Work Environment

The employee will work in an office environment. Some locations visited during the course of executing job duties may not be wheelchair accessible; some time may be spent outside.

Physical Requirements

- Must be able to sit for extended periods.
- Must be able to bend, stoop, and climb stairs.
- Must be able to lift up to 25 pounds on occasions.
- Must be able to walk from office building to Garden and/or Scissortail Park facility.

Benefits

This full time, exempt position is eligible for health, dental, life insurance, vision, long-term disability, voluntary life, accident coverage, 401(k), paid time off, and paid holidays.

To Apply

Please send a cover letter, resume, and salary requirements to: careers@myriadgardens.org. You will be contacted only if considered for an initial phone or in-person interview.

Equal Opportunity Employer (EOE)