



# AIR FORCE MUSEUM FOUNDATION, INC.

## GRAPHIC DESIGNER/CREATIVE SERVICE MANAGER POSITION OPENING

The Air Force Museum Foundation seeks a full-time Graphic Designer/Creative Services Manager.

### **Introduction**

The Air Force Museum Foundation (Foundation) was chartered in 1960 as a philanthropic corporation with the purpose of supporting the National Museum of the U.S. Air Force™ (Museum).

The Foundation works to raise funds and awareness in support of the Museum's mission - to inform and educate the public on the important role of the U.S. Air Force in the nation's defense. To date, the Foundation has raised over \$100M in philanthropic support from donors to fund the capital construction costs for the world's largest military aviation museum. In addition, donors help to restore aircraft, educate the public, install new exhibits, hold special events, support volunteers, and maintain a world-class collection.

### **Position Description**

The primary purpose of the Graphic Designer/Creative Services Manager position is to design and oversee production of marketing materials for the Foundation including such projects as: publications (quarterly Friends Journal magazine, select books, calendar sold in the Museum Store), Annual Report, development collateral, posters and event promotion materials, graphics for digital signs within the complex, etc. Position also works with Digital Content Manager on graphics and content for website and social media.

This position works under the direct supervision of the Director, Marketing and Communication. This position works closely with the other Marketing staff members. This position is non-supervisory, full-time, salaried, exempt.

### **Duties and Responsibilities**

The Graphic Designer/Creative Services Manager will have the following areas of responsibility:

#### **Foundation Brand Management**

- In conjunction with Director, Marketing and Communication, Graphic Designer/Creative Services Manager establishes, implements, and oversees design





## AIR FORCE MUSEUM FOUNDATION, INC.

and format standards and processes to produce consistent and high-quality results for all Foundation marketing materials.

- Maintain library of branded assets including logos and Brand Standards Guide
- Coordinate with Foundation and NMUSAF staff members when use of logo is requested, ensuring the logo is being used appropriately and correctly
- Responsible for all design work from concept to completion

### **Printer and Vendor/Agency Selection and Management**

- Maintain relationships with key vendors such as printers, mailing/fulfillment, etc. to ensure production, distribution, and implementation are completed within established deadlines and budgets
- Secure a minimum of three quotes for each project to ensure proper stewardship of Foundation funds

### **Other Duties as Assigned**

#### **Qualifications**

- Must possess a high level of proficiency in graphic design and layout relative to print and digital using the Adobe Creative Suite (primarily In Design, Photoshop, Illustrator and Acrobat; Canva experience a plus)
- Excellent visual, verbal and written communication skills
- Outstanding eye for detail; concern for quality throughout design and production process
- Reliable, organized, detail- and deadline-oriented
- Ability and willingness to learn new applications and work collaboratively
- Ability to triage and prioritize tasks based on deadline and importance
- Experience with Microsoft Office Suite
- Photography, videography and editing skills a plus.
- Self-motivated with the ability to exercise considerable independence in the performance of day-to-day duties.
- Customer-focused; service-oriented; team player.
- Highly detail-oriented; strong organizational skills; ability to manage multiple projects simultaneously.

#### **Minimum Education and Experience Requirements**

- Bachelors Degree in design, marketing or communications field or Associates Degree with commensurate experience.





## AIR FORCE MUSEUM FOUNDATION, INC.

- 5 years+ experience in professional graphic design, art direction, and graphics/printing vendor relationship management

### **Job Location:**

- Dayton, OH (local hybrid possible)

### **Compensation**

- **Salary Range:** \$55,000 - \$68,000 annually
- **Benefits:** Health Insurance, Dental Insurance, Vision Insurance, Short-term Disability Insurance, Life Insurance, Employee Assistance Program, Paid Time Off (PTO) Leave, Paid federal holidays, 401K Plan with employer match of 100% up to 5% of employee salary.

### **Other Significant Facts**

- Regular hours for this position are M-F; some evening and weekend hours will be required to support special events.
- This is a hybrid position, eligible for up to 50% remote work, per AFMF policy.
- The Air Force Museum Foundation performs background checks on 100% of its employees prior to hiring. Candidate must be willing to submit to a background check, as a condition of employment.
- The Air Force Museum Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.
- This is a non-DoD position with a private organization and does not require military service (including commission and enlistment).

### **AFMF Vision:**

Honoring every Airmen's story with a permanent home to inspire future generations.

### **AFMF Mission:**

Raise funds and awareness to support the National Museum of the U.S. Air Force mission.





## AIR FORCE MUSEUM FOUNDATION, INC.

### **AFMF Core Values:**

Candidate must agree to adhere to the Air Force Museum Foundation's Core Values:

Passion – Performing our roles with purpose, pride, and a positive attitude

Integrity – Accepting responsibility for our actions by making business decisions through experience and good judgment

Accountability – Dedicated to achieving positive results; owning and learning from our successes and failures

Respect – Committed to an inclusive and collaborative work environment

### **Contact Us:**

To apply for this position, please email Ms. Sarah Shatzkin at [hire@afmuseum.com](mailto:hire@afmuseum.com) with your resume or application, and any other relevant information (cover letter, references, etc.).

