



# AIR FORCE MUSEUM FOUNDATION, INC.

## CREATIVE MANAGER POSITION OPENING

The Air Force Museum Foundation seeks a full-time Creative 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 nearly \$100M 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 Creative Manager position is to design and oversee production of marketing and other materials for the Foundation. This includes the quarterly Friends Journal magazine, publications for sale in the Museum Store (the Aircraft Catalog, Museum Tour Book, annual souvenir calendar), and the Foundation's Annual Report. The incumbent will also provide graphic support to all Foundation business units (Development, Events, Retail, Visitor Services, and General & Administrative), on a variety of internal and external projects across multiple media. This position also works with the 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. In addition to working closely with the Marketing staff, this position also works with members of other Foundation business units. This position is non-supervisory, full-time, salaried, and exempt.

### **Duties and Responsibilities**

The Creative Manager will have the following areas of responsibility:

#### **Friends Journal**

Supervise the general layout of each quarterly issue of the Friends Journal, our flagship publication, including:



# AIR FORCE MUSEUM FOUNDATION, INC.

- The placement of articles within each issue
- Selection of photos necessary to support each article chosen for publication
- Design of the graphics/composition of each issue, including its cover, table of contents, and all inserted material
- Completion of individual page layouts for proper and aesthetic appearance.
- Confirm all overall quality standards are set and met for the publication. Assure that the above requirements are completed on a timely basis in order to meet the deadlines of the Friends Journal master schedule.

## **Digital and Print Visual Design**

- Coordinate with Foundation and NMUSAF staff members to provide visual design guidance and creation, where appropriate, for apps, websites, newsletters, social media, advertisements, flyers, signage, forms, certificates, gift items, and other media as needed.
- Establish and implement design and format standards and processes to produce consistent and high quality results.
- Work with individual lines of business on requirements and timelines for projects that meet their unique needs.

## **Foundation Brand Management**

- In conjunction with Director, Marketing and Communication, Creative Manager establishes, implements, and oversees design and format standards and processes to produce consistent and high-quality results for all Foundation 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**

Willingness to perform related tasks not listed above is critical. Ability to build strong relationships with clients is crucial. Must be perceived as a credible, trusted advisor and





# AIR FORCE MUSEUM FOUNDATION, INC.

find common ground with clients when debating creative or strategic issues to ensure appropriate and mutually beneficial outcomes.

## **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).
- Experience with Microsoft Office Suite.
- Creative flair, originality, and strong visual sense.
- Excellent visual, verbal, and written communication skills.
- Outstanding eye for detail; concern for quality throughout design and production process.
- Strong organizational skills; ability to triage and prioritize tasks based on deadline and importance, and to manage multiple projects simultaneously.
- Ability and willingness to learn new applications and work collaboratively.
- Photography, videography, and editing skills a plus.
- Knowledge and understanding of digital media and web design technologies a plus.

## **Minimum Education and Experience Requirements**

- Associates Degree in design, marketing, or communications field; Bachelors Degree preferred.
- 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:** \$60,000 - \$70,000 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.



# AIR FORCE MUSEUM FOUNDATION, INC.

- 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 is an equal opportunity employer and does not discriminate on the basis of any characteristic protected by law.
- This is a non-DoD position with a private organization and does not require military service (including commission and enlistment).

## **AFMF Vision:**

To educate, inspire, and connect the world to Air and Space.

## **AFMF Mission:**

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

## **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 [hiring@afmuseum.com](mailto:hiring@afmuseum.com) with your resume and any other relevant information (cover letter, references, link to portfolio, etc.).