

## GRAPHIC DESIGNER

Maymont is a 100-acre historic estate and park, located in Richmond, Virginia, with many unique experiences for all to enjoy, including the historic Maymont Mansion, The Robins Nature Center, arboretum, formal gardens, and habitats for native Virginia wildlife and farm animals. With seasonal events, programs and rental spaces, over 800,000 guests enjoy Maymont yearly. Since 1975, Maymont has been maintained and operated by the nonprofit Maymont Foundation, committed to creating experiences that delight, educate and inspire its guests.

The Maymont Foundation is seeking a Graphic Designer to join the Marketing team. This position will report to the Senior Director of Advancement. The Graphic Designer will create engaging materials and support Maymont's overall visual identity in support of programs, fundraising, onsite signage and multi-channel advertising campaigns. Projects will include print, digital media and environmental design.

### Essential Functions include:

- Design attractive and effective promotional materials in a variety of media for a range of target audiences
- Understand how to work within set graphic standards but accommodate and adapt to the needs and desires of different audience cohorts
- Work collaboratively with colleagues and stakeholders in different departments
- Prepare design files for production
- Communicate with vendors and other service providers relating to design and fabrication
- Adhere to production schedules, budgets, and deadlines. Seamlessly balance work on multiple varied projects at a time
- Participates in Maymont tent pole events as needed, which may be outside of regular work schedule

### Core Competencies:

- Strong interpersonal skills including ability to take direction and build productive working relationships
- Experience with or deep passion for arts and culture, horticulture or environmental conservation is a plus

### Education and Experience:

- Minimum three years of experience designing marketing collateral or advertisements preferred
- Knowledge and experience in print production
- Fluent in Adobe Creative Suite; InDesign, Illustrator, Photoshop, After Effects
- Video editing, HTML, CSS, MS Office Suite a plus; environmental design experience a plus

### Physical Demands

- Frequent sitting, standing, walking and talking for extended periods
- Frequent climbing, bending, stooping and lifting up to 50 lbs.
- Ability to work inside and outside in all-weather conditions
- Specific vision abilities required by the job include close vision, distance vision, depth perception, and the ability to adjust focus



FLSA Status: Full-Time Exempt

Competitive compensation and benefits package include paid-time-off and health, dental, vision, disability and life insurance. To be considered for this position, please send a cover letter and resume to: [employment@maymont.org](mailto:employment@maymont.org). Please include the position title in the subject line.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

EOE Maymont Foundation is committed to creating a diverse environment and is proud to be an equal opportunity employer.

COVID-19 considerations:

To keep staff safe, personal protective equipment including hand sanitizer, gloves and masks are provided as appropriate. Protocols for social distancing are in place.