Staff Position Posting

Campus & Community Relations Graphic Designer

Department: Library Exhibits, Robert W. Woodruff Library, Emory University
Salary: Commensurate with qualifications and experience
Position Availability: Immediately

Library Position Summary

Reporting to the Library Exhibitions Manager, the Campus & Community Relations Graphic Designer works with all levels of Libraries and University staff responsible for the development, organization, research, design, production, installation, and maintenance of both physical and digital/online exhibitions as well as other interpretive projects. The designer will work with a team seeking to incorporate emerging practices in library and museum exhibitions into the program. The Graphic Designer performs related exhibitions responsibilities as required. The position also provides graphic design for marketing events and other communications coordinated by the Libraries Campus and Community Relations Team.

Job Description

Planning & Design for Library Exhibitions and Campus and Community Relations Events Marketing and Communications

- Contributes to ideation and crafting of creative concepts.
- Identifies and becomes familiar with existing content.
- Designs exhibit layouts providing a clear, coherent, and unified visual presentation.
- Designs graphics for marketing events and other communications purposes.
- Prepares and maintains exhibition planning documents including development and final production files.
- Designs and oversees fabrication of labels and graphics.
- Provides appropriate image and text files as well as instructions and communication for printing to ensure high quality and timely delivery of exhibition materials.
- Participates in design review meetings.
- Serves as liaison with internal units/partners and external vendors in order to produce exhibitions.
- Coordinates and assists in actual installation and de-installation of exhibitions.
- Ensures that exhibit areas are maintained in a clean, safe, and orderly fashion.
- Facilitates the development of exhibit interactives including hands-on, low-tech and high-tech digital components.
- Manages and updates content for the Libraries Exhibitions page of the website, as well as digital signage content.
• Performs primary and secondary research, including searching for and tracking graphics, artifacts, and library materials needed for project purposes.
• Assists with the planning and implementation of audience testing and evaluation related to exhibits.
• Works occasional evenings and weekends to finish exhibitions and attend opening events or other exhibition-related programs that support institutional goals.
• Speaks publicly on behalf of the library and its exhibitions as needed.
• Participates in professional development activities to enhance skills and keep current with best practices in libraries/museums exhibitions.
• Coordinates special projects and performs other duties as assigned.
• The graphic designer may supervise student employees, but not librarian or staff employees.

Library Required Qualifications

• Ability to work varied schedules including evenings and weekends to accommodate exhibition preparation, set-up and attendance at exhibition-related events held outside the traditional M-F/8-5 work week.
• Ability to assist with actual physical set up for exhibitions which requires standing, walking, stooping, bending, and reaching and being able to lift up to 40 pounds.
• A bachelor’s degree in graphic design, industrial design, or a related field.
• Proficiency with InDesign, Photoshop, and Illustrator.
• Proficiency in creating digital content in blog or web-design programs such as Omeka or WordPress.
• Interest in current theories and best practices in museum and library exhibitions.
• Willingness to embrace experimentation and approach design in an iterative manner through final design.
• Excellent organizational and analytical skills to manage multiple projects in a fast-paced environment with a fluctuating workload and frequent distractions and interruptions.
• Ability to set priorities, meet deadlines, and follow through on multiple tasks and projects in a timely manner.
• Attention to detail, demonstrated capacity for carrying out tasks in an accurate manner, and ability to check own work for accuracy.
• Ability to work independently and harmoniously as a team player.
• Excellent written communication skills and ability to compose exhibition materials and related documents that are logical, concise, and grammatically correct.
• Thorough in documenting work and tracking progress with precision and detail.
• Excellent verbal communication skills to convey information accurately and interact effectively and diplomatically.
• Ability to recognize and honor situations that require confidentiality and discretion.
• Ability to represent the libraries with a high level of integrity and professionalism, adhere to libraries policies and support management decisions in a positive, professional manner.
Library Preferred Qualifications

- Experience with HTML and CSS.
- Knowledge of AutoCAD or SketchUp.
- Experience editing audio and video materials.
- Experience working in libraries or museums.

University Minimum Required Qualifications

A bachelor's degree in graphic design, fine arts or a related field. Two years of graphic design or related experience.

University Job Summary Statement

Coordinates and creates a variety of graphic design work. Consults with clients to determine their graphic design needs. Uses software to scan and manipulate photographs and illustrative images. Selects print, paper and other related materials. May prepare layouts and color compositions and submit to customer for preliminary approval. Performs related responsibilities as required.

Application Procedures

Interested candidates should review the applications requirements and apply online at


Review of applications will continue until position is successfully filled. Emory is an Equal Opportunity/Affirmative Action Employer that welcomes and encourages diversity and seeks applications and nominations from women and minorities.

Diversity Statement

Emory Libraries recognize diversity, equity, and inclusion as core values integral to achieving our mission to enrich the quality of life and advance intellectual discovery by connecting people of diverse backgrounds and experiences. We champion an inclusive work environment through competency training, reassurance of personal growth, restorative communication practices, and diverse recruitment and retention. We offer exhibits, collections, programming, and research assistance that speaks to the rich needs and identities of patrons from the Emory community and beyond. We encompass opportunities that strengthen these values. We invite you to bring your true self to the library and feel welcomed when you
arrive.

Emory University is an Equal Opportunity/Affirmative Action/Disability/Veteran Employer.