

BINDER PARK ZOO

GRAPHIC DESIGN ASSISTANT

Mission Statement: Connect. Inspire. Conserve. Connect people with nature. Inspire them to conserve.

REPORTS TO: Digital Media & Creative Services Supervisor
SEASONAL OR NON-SEASONAL: Non-seasonal, Non-benefited
FLSA STATUS: Part-Time, Hourly, and Non-Exempt

POSITION SUMMARY:

Assist the zoo to fulfill its mission through the consistent production of high quality graphic materials that attractively and effectively communicates the various messages and branding of the zoo.

POSITION REQUIREMENTS:

- Previous graphic design experience is preferred, with portfolio of work.
Associate's degree in Graphic Design, Fine Art or related field is preferred.
Possess a keen attention to detail, an adaptive eye, and a clear understanding of the principles and elements of design.
Experience using various design software tools like Photoshop, Illustrator and InDesign. Video capabilities are a plus.
Ability to prioritize and manage multiple projects simultaneously.
Work in a fast-paced environment and meet required deadlines.
Able to absorb and apply constructive criticism.
Possess a valid driver license.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Creatively convert written or spoken ideas into visually pleasing finished products combining typeface, images and other elements for use in print and digital media.
Ability to use a vinyl cutter, laminator, copy machine and digital camera.
Create new, and edit existing graphics required for the function of the zoo including, but not limited to maps, brochures, flyers, posters, ads, signs, banners, logos and more.
Work on grounds to build and install or repair and refresh display graphics and signage and use a variety of tools (drills, saws, hammers) without supervision.
Collaborate with zoo staff to develop, create and maintain informational and educational graphics at exhibits and in the park.
Help maintain the zoo's library of digital images and graphic files.
Organize and maintain materials necessary to job function.
Communicate and relate positively with the Marketing team members, other staff, volunteers and guests.

OTHER DUTIES AND RESPONSIBILITIES:

- Comply with all Binder Park Zoo policies and procedures.
Participate in special zoo projects and events as needed.

SUPERVISORY RESPONSIBILITIES: N/A

PHYSICAL AND ENVIRONMENTAL DEMANDS:

- Able to work outdoors and on various terrains in all weather conditions.
Able to climb and stand on various types of ladders without supervision.
Able to work a flexible schedule that may include weekends, evenings, holidays and special events as needed.
Able to read, speak, and write English in order to fulfill job functions in an understandable way.
Able to sit, stand, bend, lift and move intermittently throughout the day.
Able to lift and carry 50 pounds at times, not repetitively.
Able to drive motor vehicles such as a golf cart.

APPROVAL:

Supervisor Signature

Date

STATEMENT OF UNDERSTANDING AND ACCEPTANCE:

I have received a copy of the job description for Graphic Design Assistant. I have read the requirements as outlined and understand this is not an exhaustive list of duties, but an overview of the general duties and responsibilities of the position.

Employee Signature

Print Name

Date

Binder Park Zoo offers employment opportunities, education programs, and services without regard to race, color, religion, national origin, disability, age, height, weight, marital status, gender, sexual orientation, or gender identity.