

San Antonio African American Community Archive and Museum (SAAACAM)

Volunteer Roles and Capacities

2019-2020

Position: Graphic Designer

Reports To: Communications/PR Committee Chair	Committee Assignment: Communications/PR Committee	Type of Interaction: In-Person and/or Virtual
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Est Time Commitment: 8 hours per week	Term Limit: 1 year, renewable	Number of Openings: 1
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Position Description

An essential part of SAAACAM's Communications/Public Relations Committee, the Graphic Designer is responsible for producing files for design and production that connect our audience with our mission. This position will require knowledge of Photoshop, Illustrator and inDesign in order to create inspiring content that is on-brand and helps tell SAAACAM's story. This position reports to the Programs Committee Chairs and creates content that reaches and engages our audiences through effective storytelling.

Deliverables

- Prepare photo editing for print and digital content within the first month in office,
- Facilitate and manage multiple projects within schedule, budget and scope,
- Manipulate photographs/images, color-correction, creation of accurate clipping paths,
- Pre-flight/pre-press file creation, PDF output and oversight of final printed media,
- Draw-up plans for the development of a SAAACAM newsletter within the three months in office.

Prerequisites

Education and Training: At least two years experience in Graphic Design	Credential(s): Proficiency with Adobe CC - Photoshop, Illustrator, and InDesign	Key Competencies: Strong understanding of design fundamentals (typography, composition, layout, color, etc.) Knowledge of Responsive UI and web design trends
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To Apply

- Email a one-page cover letter on personal letterhead to admin@saaacam.org.

The cover letter should contain the following: (1) introduction of yourself, (2) mention the position that you are interested in serving in, (3) explanation of your experience, suitable skill set(s) and/or educational and professional background that match the position's description, (4) your contact information for follow-up/next steps.

Suspense

All applications are due Thursday, 28 February, 2019 by 5PM.

Point of Contact

Ms. Tracy Watts and Dr. Charles Gentry, Committee Chairs at admin@saaacam.org.