

Mildred Lane Kemper Art Museum

Student Marketing & Graphic Design Assistant

The Student Marketing and Graphic Design Assistant at the Mildred Lane Kemper Art Museum supports the Manager of Marketing, Communications & Visitor Services in day-to-day communications work, with a focus on promoting Museum programs and exhibitions through a variety of print and digital channels—including calendars, social media, and digital signage—as well as other assistance as needed.

Core Responsibilities

- Post Museum event information on external web calendars
- Produce e-newsletters using established templates
- Design graphics for Museum and campus signage, the Museum website, and other platforms
- Design and distribute flyers for on-campus and nearby audiences
- Design print and digital advertising
- Design other print materials as needed
- Follow Style Guide to maintain the Museum's distinctive voice and consistent style. Uphold the Museum's editorial standards and high level of accuracy and attention to detail
- Perform such administrative duties as maintaining mailing lists and records of press mentions

Other work may be assigned as necessary, including projects for the education, membership, and publications departments.

Qualifications

Successful candidates will be creative, reliable, detail-oriented, organized, and with strong written, verbal, and visual communication skills.

- Knowledge of layout, typography, color, and other graphic design fundamentals
- Experience with Adobe Creative Suite programs
- Familiarity with social media platforms
- Personable team player and self-starter, able to receive feedback and make changes
- Creative problem-solver able to work nimbly and complete projects on deadline
- Knowledge of or interest in art and working at an art museum
- Communication Design major preferred
- Experience with videography and video editing is a plus

For the foreseeable future, this position will need the use of a personal computer with sufficient disk space for storing large files.

The position is open to all students at Washington University in St. Louis. Federal work-study eligible students are preferred. Students in the Association of Black Students, Asian American Association, Association of Latin American Students, PRIDE, and multicultural student groups, as well as Enterprise, TRIO, Rodriguez, and Ervin scholar groups are strongly encouraged to apply.

The position is 10–15 hours a week during regular office hours (Monday–Friday, 9:00 am–5:00 pm).

Applicants should submit a resume and cover letter explaining their interest in the position to wolfeh@wustl.edu. Work samples may be requested at a later date. Salary: \$12.36/hour.