



**Job Title:** Designer and Creative Content Manager

**Position Type:** Full-time employee, Salaried, Union

**Reports To:** Director of Communications

**Direct Reports:** N/A

**Salary:** 65K Minimum

### **About NPHM**

The National Public Housing Museum (NPHM) is the first cultural institution in the United States dedicated to interpreting the American experience in public housing and the right to all people to a place they can call home. The Museum's mission is to preserve, promote, and propel public housing as a human right and all of our partnerships and programs are committed to amplifying the voices, experiences, and stories of public housing residents. Ultimately, we believe that storytelling can be a catalyst for innovative public policy solutions that are responsive to people's needs and lived experiences.

### **Position Description**

The Designer and Creative Content Manager plays a key role in public-facing institutional communications initiatives. This role is responsible for independently designing all institutional print and digital graphic design collateral as well as supporting additional creative content creation initiatives. This position collaborates frequently with staff members and key partners across the organization including Communications, Programs, Exhibitions, Education, Institutional Advancement, IT, the Corner Store Co-op, workforce development program, and more.

National Public Housing Museum seeks a Designer and Creative Content Manager to work collaboratively across the institution to strengthen the museum's brand identity, communications impact, and creative storytelling presence through the creation and dissemination of multimedia content and assets across a variety of platforms and channels including traditional graphic design, the website, videography, events, visitor experience

### **Essential Duties**



**National  
Public Housing  
Museum**

- Under the guidance of the Director of Communications, consult on art direction for creative projects across the organization and development of brand guidelines
- Design a wide variety of print and digital materials across the institution including event promotional materials, development appeals, interpretive guides, invitations, brochures, postcards, exhibitions-related collateral, social media graphics, signage, and more.
- Project manage, storyboard, and develop content for creative projects including social media content creation, institutional videography, oral history archive audiograms, etc.
- Play a key role in partnering with outside design agencies and web developers to build websites, provide UX and UI feedback, and organize stakeholder feedback.
- Independently build pages, input content, and edit content in website CMS
- Independently format content into email system (MailChimp or other)
- Communicate regularly with team members regarding timetables, project status, and deadlines. Track work in Asana project management platform.
- Liaise with printers and outside vendors as needed.

## **Qualifications**

### Required

- Bachelor's degree in Graphic Design or a related field, or equivalent experience.
- Track record of compelling work (applicants will be asked to submit a portfolio or work samples demonstrating their skills and abilities)
- Three to five years of work experience in print and digital graphic design and creative content development including social media—preferably in a team-based environment in a museum or cultural setting
- High proficiency in Adobe Creative Suite, including InDesign, Illustrator, Photoshop, After Effects, Premier, and using a Mac platform
- Experience in CMS such as Squarespace and Wordpress
- Passion for public-facing storytelling and communications work
- Strong ability to communicate and present designs effectively as well as to welcome feedback and incorporate requested changes as projects evolve



- Organized, detail-oriented, and proactive in keeping teams informed on schedules, deadlines, and project status

#### Preferred

- Track record of design or storytelling with underrepresented communities a plus
- Track record of participatory design practice and experience a plus
- Lived experience or a connection to public housing a plus

This is a full-time union position in Chicago, IL with a 40 hour work week that will occasionally include evening and weekend availability as required to fulfill responsibilities and for related museum activities.

Position includes a full benefits package, including medical, dental, vision, 401K, and generous PTO.

#### To Apply:

To apply, please send your resume, cover letter, and link to your portfolio (required) to [jobs@nphm.org](mailto:jobs@nphm.org) to be considered with the subject line “Designer and Creative Content Manager.” If no link to a portfolio is available, please attach work samples to your email.

The National Public Housing Museum encourages people with lived experience of public housing or a meaningful connection to public housing to apply. We are an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, ancestry, national origin, religion, sex, sexual orientation, gender identity, disability, protected veteran status, military discharge status, age, marital status, parental status, or source of income.