



## Graphic Designer & Web Developer

*Contract Position*

Applications due **August 21, 2020**

### POSITION OVERVIEW

Center for Craft, a national 501c3 nonprofit arts organization located in downtown Asheville, NC, is currently seeking a contract Graphic Designer & Web Developer. This position reports to the Development Director and collaborates closely with the Communications Coordinator to maintain and develop the Center for Craft website, design print and web material, and support the Center's brand. Both design and coding skills are required for this position. This is a remote contract estimated **up to 1,000 hours starting at \$20-\$23/hour**.

### JOB DESCRIPTION

- Collaborate with Communications Coordinator to develop and implement design material (web pages, print materials, etc.)
- Create printed and digital materials using Adobe Creative Suite (rack cards, signage, banners, advertisements, email marketing templates, video, etc.) based on creative briefs outlining each project in a timely manner
- Perform SEO maintenance for website
- Hosting & domain management
- Perform website updates and changes as needed
- Submit completed creative projects for review by Leadership Team and Communications Coordinator, meeting deadlines

### QUALIFICATIONS

- Web Design & Development BS or equivalent experience
- 5+ years working experience preferred
- Must have strong computer skills (on a Mac)
- Must have a computer to work on
- Proficient in Adobe Creative Suite (Photoshop, Illustrator, InDesign, Premiere)
- Working knowledge of HTML; to read/write code and solve coding problems
- Experience with Webflow, ReadyMag, and Google Analytics is preferred (training provided)
- Ability to design for both print and digital
- Demonstrate a strong eye for design with respect to the brand established by the Center
- Intuitive approach to web design in regards to accessibility and user experience
- Ability to juggle multiple projects and tasks simultaneously

- Comfortable working independently as well as part of a team
- Demonstrates strong organizational and project management skills and can adopt the systems put in place by current staff
- Keen attention to detail
- Operates with professionalism and is receptive to feedback
- Interest in contemporary craft/art is a plus

The Center for Craft is an Affirmative Action/Equal Opportunity Employer. We do not discriminate against any individual or group of individuals on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation or veteran status. The Center encourages applications from traditionally under-represented minority populations. Submitting an application does not constitute a promise or guarantee of employment.

## TO APPLY

Email cover letter, resumé, 3 professional references, and 5 work samples to Alyssa Ruberto at [aruberto@centerforcraft.org](mailto:aruberto@centerforcraft.org) by **August 21, 2020**. No phone calls or walk-ins please.

## ABOUT THE CENTER FOR CRAFT

Founded in 1996, the Center for Craft (formerly The Center for Craft, Creativity & Design) is the leading organization in the United States identifying and convening craft makers, curators, and researchers, and matching them with resources, tools, and networks to advance their careers. Over the years, the Center has become a vital community resource, serving thousands of visitors annually. As a national 501c3 nonprofit organization dedicated to advancing the field of craft, the Center administers more than \$300,000 in grants to those working in the craft field. [www.centerforcraft.org](http://www.centerforcraft.org)