



Graphics Technician/Installer

Baltimore Museum of Art

OVERVIEW

The Baltimore Museum of Art seeks a Graphics Technician/Installer to support the exhibition design department with the museum's robust schedule of exhibitions. Under the guidance of the Director of Exhibition Design & Installation, the technician will work with the exhibition team to produce impactful graphics that capture the essence of each exhibition.

RESPONSIBILITIES

Responsibilities include but are not limited to:

- Producing exhibitions and collections graphics components (labels, text panels, graphic interpretation) in-house and coordinate production with out-of-house companies.
- Installing exhibitions and collections graphics in-gallery.
- Ensuring quality control of gallery graphics production.
- Assisting in the coordination of graphics production timelines.
- Creating drafts, models, and prototypes of gallery graphics.
- Assisting in budgeting and accounting for gallery graphics costs.
- General maintenance of the exhibition graphic production studio.
- Other duties as assigned.

The Graphics Technician/Installer reports to the Director of Exhibition Design & Installation and works closely with colleagues across the institution.

REQUIREMENTS

- 2- or 4-year degree or equivalent professional experience
- Experience with design software Macintosh OSX platform, as well as proficiency in Adobe CS Suite (Photoshop/Illustrator/InDesign/Acrobat) and Microsoft software (Excel/Word/PowerPoint/Outlook)
- Experience working with cut vinyl production and application
- Understanding of visual elements (e.g. layout and typography)
- A keen eye for detail
- Ability to work as a team member, as well as independently
- Creativity skills and problem-solving aptitude
- Time management skills and ability to multi-task
- Ability to receive constructive feedback and to hone skills and improve designs
- Understanding project requirements and concepts and seeking guidance when needed
- Collaborating with team members across the institution to launch projects

BENEFITS

The BMA is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation,

gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We are committed to building a culturally diverse staff and strongly encourage all qualified professionals to apply.

We offer a competitive salary and a generous benefits package. For this exempt position we offer medical, dental, vision, prescription, 403b retirement plan, long term disability, flexible spending account, museum and restaurant discounts, and reduced fee gym membership. We also offer accrued vacation, holidays, personal days, floating holidays, and sick days.

APPLY

Please send cover letter, resume, portfolio and salary requirements via email to HR@artbma.org with **“Graphics Technician Installer” Last Name and First Name** in the subject line.

Incomplete application materials will not be accepted.

No phone calls please.