OVERVIEW
The Baltimore Museum of Art seeks a part time Graphics Technician/Installer to support the exhibition design department with the museum’s robust schedule of exhibitions. Under the guidance of the Exhibition Designer and Graphic Designer, 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.
- Installing exhibitions and collections graphics in-gallery.
- Ensuring quality control of gallery graphics production.
- Coordinating workload to adhere to graphics production timelines.
- Producing mock-ups of in-gallery graphics.
- General maintenance of the exhibition graphic production studio.
- Other duties as assigned.

The Graphics Technician/Installer reports to the Graphic Designer 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
- Some gallery/installation experience preferred
- 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 production/installation technique
- Understanding project requirements and concepts and seeking guidance when needed
**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.

For this non-exempt position, part-time position we offer 403b retirement plan, flexible and condensed scheduling, museum and restaurant discounts, and reduced fee gym membership. We also offer accrued sick days.

Research shows that women and individuals from underrepresented backgrounds often apply to jobs only if they meet 100% of the qualifications. We recognize that it is highly unlikely that an applicant meets 100% of the qualifications for a given role. Therefore, if much of this posting describes you, then you are highly encouraged to apply for this role.

**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.