



Portland Japanese Garden seeks Part-Time Graphic Designer

Position Overview

Local non-profit Japanese garden and cultural center seeks a part-time Graphic Designer with experience in both print and digital media. We're looking for someone who can work within existing guidelines to embody the Garden's visual tone and style. Experience managing complex projects with multiple steps is preferred. This position is great for someone who is detail-oriented, understands the importance of audience, appreciates Japanese aesthetics, and is looking for regular design work to hone their skills with an organization dedicated to beauty and cultural understanding. The Part-Time Graphic Designer will work on site within the Garden's Marketing and Communications department and will report to the Marketing Manager.

Primary Duties

Graphic Design

- Familiarize oneself with the Garden's branding and style guide
- Create new printed and digital collateral for Portland Japanese Garden (e.g., brochures, programs, posters, signs, banner ads, etc.)
- Work directly with Garden staff for requested design projects
- Review designs for errors before printing or publishing them
- Revise and or update existing designed projects
- Archive and organize previously designed work
- Occasional communication with outside vendors (e.g., printers, advertisers, etc.)

Photography Administration

- Familiarize oneself with the Garden's photographic principles and assets
- Identify potential photos for designed projects
- Use Adobe Photoshop to edit, adjust, and resize Garden photos
- Archive and organize Garden photos

Other Responsibilities

- Familiarize oneself with the organization and the Employee Handbook
- Get to know fellow staff members, developing trust, establishing credibility, encouraging teamwork, and creating an atmosphere of open, honest, two-way communication
- Maintain a high level of professionalism in manner and appearance
- Adhere to Garden Dress Code

Qualifications

- Either a Bachelor's Degree in Fine Art, Design, or Marketing, or 2-5 year of relevant work experience
- Extensive knowledge of Adobe InDesign and Photoshop. Comfort with Adobe Illustrator.
- Adaptive design eye and skill working within a variety of media
- Ability to absorb and apply constructive criticism from peers and managers
- A proven track record of working well with others, adapting to others' work styles, and professional interactions with co-workers and/or vendors

- Strong listening skills, giving full attention to what other people are saying or asking, taking time to understand the points being made, and asking questions when appropriate
- Service orientation, actively looking for ways to help others

Special Requirements

- Comfortable working in an open-office environment
- Experience with MediaValet or another cloud based photo management software preferred
- Personal passion for Japanese culture and history, art and design, travel, and/or landscape design and horticulture are a plus
- Being bilingual in any language is a plus; in Japanese, it's an A+

Compensation & Schedule

- Wage: \$20:00 per hour
- This is a part-time, hourly position scheduled for 16-hours a week
- The schedule is somewhat flexible, but – once established – will need to be consistent

Applications

To apply, please send a resume, cover letter, and 3-5 references to humanresources@japanesegarden.org, with "Graphic Designer" in the subject line. Please also provide samples of your design work, either via an attached PDF or link to an online portfolio. (Keep attachments smaller than 5MB.)

Submit application materials by **Tuesday, January 29th, 2019**. Please no phone calls or hand delivered applications. All submitted applications will be held in confidence.

Organization Overview

The Portland Japanese Garden is renowned as the most authentic and finest Japanese garden outside of Japan. The Garden has a year-round staff of 85+ FTE's and 30+ seasonal staff, supplemented by over 200 volunteers. All of our staff play a vital role in helping our visitors experience the beauty and tranquility of the garden and expand their understanding of Japanese culture.

A few of the benefits our employees enjoy include:

- Working at a beautiful, authentic Japanese garden, overlooking the city
- Incentives for alternative transportation for your commute to work
- A workplace culture that prioritizes hiring and promoting from within
- Access to the Garden for you, your family, and your friends
- The opportunity to attend a variety of cultural events
- Reciprocal access to other area attractions, such as the Lan Su Chinese Garden, Portland Art Museum, and the Oregon Zoo

The Portland Japanese Garden is proud to be an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We recruit, employ, train, compensate, and promote without regard to race, color, national origin, creed, religion, sex, gender identity, sexual orientation, marital status, parental status, disability, age, veteran status, or any other status protected by law.