

## **Manager of Media and Design**

### **National Music Museum / Vermillion, South Dakota**

**Position:** The Manager of Media & Design is responsible for creating media content (both digital and print) and organizing multimedia elements produced by the National Music Museum. This position is suitable for candidates with strong writing, design, and photo editing skills. Candidates with experience in object photography and museum work preferred.

#### **Organization Description:**

The NMM houses one of the world's finest and largest collections of musical instruments and related archives on the campus of the University of South Dakota. This is a benefits eligible, full-time, Monday-Friday position. Occasional evening and weekend work is required for special projects and events.

#### **WEBSITE AND ONLINE MEDIA**

- Manage the visual design and UX of the NMM website, including the NMM Shop and eMuseum platforms
- Maintain and update the front-end content of the NMM website including events, news, features, etc.
- Work with NMM staff to facilitate the delivery of online content and programs through the NMM website and social media platforms
- Work with Museum Services Department to coordinate live-streamed events, sales through Shopify, etc
- Provide support to the social media work of the Museum Services area, ensuring consistent style, tone, and visual language throughout platforms, and maintaining account infrastructure
- Maintain the NMM's online video library and YouTube profile, making new content accessible when available and ensuring consistent style, tone, and visual language
- Suggest website enhancements and keep current with website technology

#### **PRINT**

- Provide graphic design services and guidance for NMM publications, marketing materials, and other printed media content
- Produce exhibition catalogs and all related media for NMM Special Exhibitions, approximately once or twice annually
- Prepare photos for distribution using editing software
- Maintain consistent institutional branding and style throughout all print media
- Support the Deputy Director of Museum Services in maintaining the NMM style guide

#### **EXHIBITIONS**

- Serve on the NMM Exhibits Committee and assist Curators with design for special exhibits
- Assist Deputy Director of Collections to maintain and update media content in the permanent exhibition spaces, including troubleshooting of AV hardware and software as needed

### **Required Qualifications – Experience, Education, Knowledge & Skills**

Bachelor's degree in related fields required. Master's preferred.

Three (3) years or more of progressively responsible experience in graphic design or website management, or an equivalent combination of education and experience.

Proficient in Adobe Creative Cloud, specifically Photoshop, Lightroom, InDesign, and Illustrator

### **Preferred Qualifications**

Experience with museums and collections

Photography experience, especially object photography

### **The successful candidate will also:**

Possess strong organizational skills. Be able to work collaboratively as well as independently.

Demonstrate a strong attention to detail, with ability to assess priorities and work well under pressure.

Can communicate with diverse groups of NMM stakeholders. Possess excellent analytical and problem-solving skills. Have a strong commitment to museum ethics and best practices.

### **Position Special Requirements/Additional Information**

Requires the ability to lift a reasonable amount of weight relevant to the NMM's collection. This job description should not be construed as an exhaustive statement of duties, responsibilities, or requirements, but a general description of the job. The NMM is associated with the University of South Dakota but is not a university position. This position is funded by NMM, Inc., a 501(c)(3) not-for-profit corporation.

### **Physical Demands**

Candidates must be able to perform each essential duty satisfactorily with or without reasonable accommodations. The requirements listed above are representative of the knowledge, skill, and/or ability required, but may not be all inclusive.

### **Salary**

\$45,000, negotiable depending on experience

### **Application Details**

Application Opening Date: October 21, 2024. Application Closing Date: November 30, 2024

Desired Start Date: January or February 2025. Screening of applications will begin immediately.

To apply, send a cover letter, resume/CV, up to three (3) examples of completed websites and/or graphic design work, along with names of three (3) references via email. References will not be contacted until finalists are selected.

Email contact:

Dwight Vaught, Director

National Music Museum

[Dwight.Vaught@usd.edu](mailto:Dwight.Vaught@usd.edu)