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Department Overview

Some departments within Aperture work *vertically*—meaning they are focused on a specific portion or silo of Aperture, such as the Magazine Department, which is focused on the printed magazine only. The Design Department works *horizontally*, meaning it works with ALL departments within Aperture and across ALL platforms and mediums (print, web, etc.). The chances are high that you will cross paths and collaborate with each and every person within Aperture.

The Design Department provides support for all things visual for the Aperture Foundation. This includes the following:

- Institutional:
    - Event schedules, postcards, and e-vites
    - Stationery and branded ephemera (notecards, business cards, etc.)
    - Invitations, brochures, proposals, and other supporting documents for the Development Department
    - Website design in general, which can include making landing pages and online ads, creating images that are Aperture branded, etc.

- Editorial and Sales:
    - Catalogues, promotional postcards
    - Design for *The PhotoBook Review*, a bi-yearly newsprint publication
    - Artwork support for books, which can include typesetting, image layouts, or text changes
    - In-house design of books, as needed
    - Limited-edition colophons, boxes, or portfolio boxes
    - Advertisements that promote Aperture or *Aperture* magazine

- Exhibitions and Display (Aperture Gallery and Bookstore):
    - Title wall design, caption design, color palette, and sometimes fixture input for Aperture exhibitions
    - Promotional ephemera for the bookstore, including signage

What You Can Expect to Learn

- The book design process
- How to communicate visual ideas effectively, to both individual colleagues and a group
- Communication skills (with both vendors and coworkers)
- Time-management skills
- Design software skills, such as InDesign tricks and tips for print design or HTML/CSS for digital design
- Editorial and publishing basics from working with other departments

Departmental Duties

- Assist Design Director by supporting daily tasks and responsibilities
- Aid in the design of *The PhotoBook Review*
- Input text corrections into designed documents
- Print and prepare design comps for meetings and presentations
- Create both print-ready and web-ready files

General Work Scholar Responsibilities

- Further develop knowledge of photography as well as Aperture's mission, publications, exhibitions, and programs
- Participate in workshops and training sessions
- Assist with front of house engagement and lead informational tours
- Complete pre-, mid-, and post-term evaluations
- Assist with mailings
- Setup and breakdown for on- and off-site events
- Assist at the Aperture Foundation Benefit (Fall term) and Spring Party (Spring term)

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- Participate in jurying the Aperture Portfolio Prize (Fall term)
- Work occasional Saturdays, extended hours, and events (paid hours)
- Kitchen duty (fridge and dishes)

Requirements

Expertise with InDesign and working knowledge of Adobe Photoshop and Illustrator required (all on Mac). Knowledge of HTML and CSS encouraged but not required. Strong layout and typography skills, creativity, attention to detail, and self-motivation will enhance a candidate's application. One should also possess a careful understanding of editor's marks; a willingness to triple-check everything before it is routed or shared; patience with colleagues and the collaborative design process at Aperture; curiosity about different platforms, mediums, and content; a willingness to investigate solutions independently and try out different visual solutions to a problem; and the ability to work toward finding multiple creative ideas whenever a design is needed (there is never one right answer when it comes to design).

Suggestions

We encourage actively seeking out the answer to a problem as a first step to solving it. This means Googling questions that you don't know the answer to, or watching Lynda.com videos to teach yourself a software skill (we have an account that you are welcome to use). By all means, please ask your colleagues for help, advice, and how-tos—we all learn from each other this way. But also feel comfortable finding ways to solve the problem independently; this is a skill that will take you very far in your career.

That said, if you're stumped on something or want feedback, please immediately ask one of your colleagues for help. We all work together as a team, and in doing so we create and design in the strongest way possible. Everyone's visual and creative ideas are equally considered and valuable.