Position Title:  Designer & Project Manager  
Reports to:  Chief Operating Officer  
Status:  Full-time  
Date:  September 21, 2021  

POSITION SUMMARY  

The Designer & Project Manager is responsible for concept, design, and execution of brand creative print and digital assets, which serve the company’s strategic needs while maintaining brand consistency. This position requires high-end conceptual abilities, strong organizational skills, and production design experience. The Designer & Project Manager will work with Aperture’s editorial, sales, and development staff to maintain the quality of Aperture’s brand, communications, house graphics, and various design projects (some handled in house, as part of the job; others handled by outside designers).

RESPONSIBILITIES INCLUDE:

- Manage workflow for all organizational design needs outside of individual book and magazine design
- Handle design and production of print and digital marketing ephemera, including sourcing and selecting materials, and contracting printers from negotiating pricing to final delivery
- Design and oversee digital and print promotional materials, including: the Aperture e-newsletter, event notices and evites, exhibition invitations and signage, the invite and program for our annual benefit, display and wall signage, magazine ads, colophons, the occasional book cover, and reprint text corrections and typesetting (requiring work to existing templates as well as original design work)
- Prep print-ready files and transmit files to printer
- Maintain archive of all pre-press files and PDFs for materials designed in-house
- Consult on design work by outside designers; propose first class outside designers for Aperture to add to its roster; and advise on the public presentation of Aperture’s activities, publications, and brand across the organization
• Advise and create digital materials and page layouts for an active and growing Aperture website and social media presence
• Help to recruit, manage, and supervise an intern (starting in Spring 2022)

QUALIFICATIONS
• Three to five years professional print design and production experience
• Bachelor’s or other advanced degree preferred
• Passion for photography, print publications, and Aperture’s mission
• Proficiency in pre-press and print production processes and specifications
• Familiarity with RGB/sRGB/CMYK color spaces and conversions for print vs. digital
• Knowledge of online design, website building, CSS, etc.
• Strong grasp on issues of contemporary photography, photobooks and print culture, and/or the arts
• Ability to work independently with minimal oversight and to thrive under deadline pressure.
• Experience in working for a mission-driven, not-for-profit a plus
• Creative, collaborative, and eager to join a small, passionate team

TO APPLY

Please send a resume and a thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and how you heard about this opportunity, to newhiredesign@aperture.org, using the following conventions:

Subject line: Designer & Project Manager
Cover Letter and Resume: yourfirstname_yourlastname_designer.pdf

Applications will be reviewed on a rolling basis. NO CALLS, PLEASE. Only applicants who meet our requirements for this position will be contacted.

Aperture offers a competitive salary and excellent medical, dental, life, disability, and retirement plan coverage. Our staff also has generous vacation, sick leave, and personal days, access to a variety of cultural institutions, and a stimulating and collegial work environment. Aperture seeks to build a diverse and inclusive workforce and welcomes all applications, regardless of gender, race, sexual orientation, cultural background, disability, age, or religion. This description shall not be construed as a contract of any sort for a specific period of employment.
ABOUT APERTURE
Aperture, a not-for-profit organization, connects the photo community and its audiences with the most inspiring work, the sharpest ideas, and with each other—in print, in person, and online. Founded in 1952 by esteemed photographers and writers, and based in New York City, Aperture is a leading force in the rapidly evolving world of photography, with an international program of publications, exhibitions, public programs, and educational initiatives serving more than one million individuals each year. More information about Aperture can be found at aperture.org.