

Graphic Designer for the Center for Art and Community Partnerships (CACP)

Job Description

Leadership experience complements the academic curriculum at MassArt and empowers students to become more confident, engaged artists, designers, and citizens. Students have the opportunity to apply for various paid positions to be held during their sophomore through senior years.

Student Leadership at MassArt is rooted in MassArt's Mission and Values and is essential to transforming MassArt's culture and community. All student leaders will be expected to uphold MassArt's missions and values as we work together to make MassArt a more equitable place to work, learn, live, and make.

ABOUT CACP

The Center for Art and Community Partnerships (CACP) partners with people and communities within and beyond MassArt to radically expand access to transformative creative experiences. CACP matches MassArt faculty, students, staff, and alumni who want to engage in community-based projects with neighborhood organizations, schools, and institutions to create mutually-beneficial, sustainable partnerships in the visual arts. The Center uses art as a catalyzing force for citizens to act creatively together. To learn more please visit our Instagram: [@cacp_massart](#) or website: massart.edu/cacp

ABOUT THE POSITION:

The CACP Graphic Designer will provide the CACP office with invaluable in-house graphic design support helping us to refine and build our brand and tell our story in meaningful ways. We do beautiful community engagement work and we need your help to share this work with our many communities! The CACP Graphic Designer will work on projects such as (but not limited to):

- Flyers, postcards, and other materials for print
- Social media graphics
- Annual Report design
- Organizing and editing images

Duties and Expectations

- Provide consistent 4-6 weekly hours of graphic design work
- Weekly check-in meetings with supervisor
- Maintain open + frequent communication with CACP staff
- Participate as a member of our student-cohort by attending monthly PartnershipWORKS Sessions (see below for more details)
- Complete and submit evaluations and timesheets by due dates
- Additional responsibilities depending on student interest and expertise

Qualifications:

- Applicant must be in good academic and judicial standing with the college at the time of application and during the length of employment
- Must be a current matriculating undergraduate student at MassArt
- Express strong interest in CACP's mission and values
- Strong graphic design skills
- Fluency with the Adobe Suite
- A sharp mind for details
- Organized and motivated
- An effective communicator - especially via email
- Good writing skills
- Comfortable taking initiative
- Enjoy working with people and possess a good sense of humor

Salary

- The CACP Graphic Designer is paid an hourly rate on a bi-weekly schedule
- All Student Leaders are paid minimum wage. (In 2022 the MA minimum wage is \$14.25/hr and in Jan. 2023 minimum wage will become \$15/hr)
- Students must complete timesheets each pay period in order to be paid.

Time Commitment: 4-6 hours per week

Location of the Position: This work will be mostly remote with one short weekly in-person meeting

Supervisor Name: Elena Belle White, Associate Director, (CACP)

About PartnershipWORKS Sessions (mentioned above):

All students employed through CACP participate in monthly PartnershipWORKS sessions. These gatherings of CACP's full 30+ student cohort help to build community among the CACP cohort + staff and prepare students to engage with community-based work. These sessions are a required part of working with CACP, are led by CACP staff, and students are paid for participation.