

**Organization:** Historic Fort Worth, Inc.

**Position Title:** Graphic Designer

**Position Location:** Part time in the office and working from home

In coordination with the executive director and the business manager, develops and creates invitations and other visual pieces for HFW events and marketing needs. Assists with the implementation of other visual communications including endangered places list, membership tours, and other special tours and events, as needed. Updates and maintains web content and social media profiles, as well as assisting with the development of publications and other creative tasks.

**Reports to:** Executive Director and the Business Manager

**Position Qualifications Guidelines:**

* Preferably, a graduate from an accredited college or university with a degree in design or a related field. However, work experience may be considered in lieu of a degree.
* Must enjoy working with the public. Must possess excellent administrative, technology, and communication skills.
* Demonstrated ability to work in harmony with a variety of people, and to interface professionally with the various publics connected to HFW. Must be cordial when addressing or answering the public.
* Self-motivated with a passionate interest in the preservation of historic structures, landscapes, neighborhoods, art, photographs, and objects.
* Must have a sincere appreciation of HFW’s mission.
* Self-directed and self-disciplined to work independently, yet of sound judgment and practical approach to assure good working relationships with all interested parties, including the HFW Board.
* A team player who understands and practices the service, support, and client satisfaction concepts required for decision by consensus vs. decision by dictate.
* Knowledgeable in the following software programs:

Microsoft Office programs including Word, Excel, PowerPoint, and Outlook

Wordpress website tools

Adobe Creative Cloud programs including InDesign, Photoshop, Illustrator and Acrobat.