



## Graphics Assistant 2022 Job Posting

Roger Williams Park Zoo (RWPZ) of Providence, Rhode Island, is one of the nation's oldest zoos and home to over 100 animal species. Our culture is built on our core values: community, fun, innovation, diversity, integrity, sustainability, and excellence. We value our role in the community as a treasured place for families and a trusted resource for learning; we create a sense of community for our staff and contribute to the global conservation community. We provide a fun experience for our guests and believe that a fun environment is essential to create a great workplace. We are willing to take risks, to propose novel ideas and to think "out of the box". Bold dreams are welcome here. We act with respect toward all. We value diversity and are intolerant of bias. Integrity and honesty drive our business practices and our relationships with each other and our constituents. We are driven by our vision of greater sustainability in our environmental practices and in our business model. We believe that by establishing a sustainable financial base we can best achieve our goals. We are always striving for excellence. We work to exceed expectations in all areas.

RWPZ is currently recruiting for part-time, year-round, Graphics Assistant. Under the direction of the Graphic Designer and the Manager of Interpretation and Graphics, the individual in this position is responsible for developing appealing, short- and long-term signage to inform, educate, and encourage the interest of the visiting public. In addition, this individual will assist with the development and production of mounting systems and other carpentry-based needs of the education department as well as their installation.

### **RESPONSIBILITIES**

#### ***On-Grounds Graphic***

- Create, produce, mount and remove all temporary signage, including sponsor banners, activity and entertainment signage, and any other needs for special events.

- Assist the Graphic Designer with the design and production of ID labels, interpretive graphics, operational graphics, public relations signage, and all other zoo signage.
- Assist the Graphic Designer with the design and fabrication of graphics mounting systems that complement the design of the graphic and will withstand the elements.
- Provide production support such as printing and laminating to support graphics requests.
- Perform on-grounds signage maintenance and cleaning.
- Maintain graphics Style Guides for special events, including the development of logos.
- Create and maintain a library of event signage that can be used repeatedly.
- Maintain interactive graphics.
- Maintain the Master List of all permanent and short-term graphics.
- Assist the Graphic Designer with the design and building of interactive elements that are engaging to the public and sturdy enough to require minimal maintenance.
- Support the graphics needs of other departments.

### ***Interpretive Planning and Support***

- Maintain interpretive props, play materials, and interactive elements.
- Assist the Interpretive Specialist – Wild Bunch and the Interpretive Specialist – Docents in maintaining free play areas in the Farmyard.
- Assist with the biofact collection by repairing damaged biofacts.
- Work as part of the Interpretive Team with the Operations Department to develop exhibit elements and designs that thematically support interpretive plans.
- Be an active part of the interpretive planning process, along with the Manager of Interpretation and Graphics, Interpretive Specialists and Graphic Designer.
- Work with the interpretive staff to design and construct props for programming and on-grounds interpretation.

### ***Other Related Projects***

- Support Graphic Designer as needed by routinely inventorying and ordering supplies, scheduling equipment services, etc.
- Order business cards, logoed envelopes, letterhead, etc., upon request from any Zoo department
- Other projects and duties assigned by the Graphic Designer and/or Manager of Interpretation and Graphics.

## **CRITERIA**

### *Required Experience and Education:*

Minimum of one years' experience in both graphic design and informal education.

*Preferred Experience and Education:*

Completion of a Bachelor's Degree in design or related field from an accredited college or university is preferred, or equivalent combination of education and experience. Prior museum or zoo experience is highly desirable. Recent experience working with diverse populations and fluency speaking additional languages a plus.

*Competencies:*

- Proficient in Adobe Photoshop, Illustrator, Indesign and other current design software.
- Ability to take and edit photographs.
- Proficiency with the current Macintosh Operating System.
- Demonstrated success in creative problem solving.
- Knowledge of a wide range of materials and techniques that can be applied to novel situations.
- Ability to use power tools to perform basic carpentry.
- Extremely strong organizational and oral and written communication skills.
- Ability to work independently and with cross-departmental teams.
- Maintain effective working relationships with other departments, staff, professionals from other zoo organizations, and the public.
- An appreciation for informal, lifelong learning in agreement with RWPZ's mission and commitment to education and conservation.

*Additional Requirements:*

- Proof fully vaccinated for COVID-19 or obtains a qualified approved exemption prior to employment start date. Being fully vaccinated means that an individual is at least two weeks past their final dose of an authorized COVID-19 vaccine regimen.
- Successful completion of a background check.
- Valid driver's license.
- Ability to work outdoors under various weather conditions.
- Willingness to work flexible work schedule, including weekends, holidays and occasional nights.
- Frequently required to sit, talk and hear for prolonged periods of time.
- Occasionally lifting or moving objects up to 50 pounds is required in this position.
- Physically able to operate carpentry and power tools, as well as a variety of office equipment.

As a Graphics Assistant, you will be joining our team in showcasing our Zoo pride and excellence in customer service.

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Interested candidates are encouraged to send a cover letter and resume to:

Roger Williams Park Zoo  
**ATTN: Graphics Assistant – Part-time**  
1000 Elmwood Ave  
Providence, RI 02907

-or-

[employment@rwpzoo.org](mailto:employment@rwpzoo.org)

*We love diversity! We strongly encourage people of all colors, races, sexual orientations, genders, gender identities, sexual preferences, physical abilities, mental abilities, income levels, backgrounds and experiences apply.*



ACCREDITED BY THE  
**ASSOCIATION  
OF ZOOS &  
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