



THE  
**HISTORY FACTORY**  
A HERITAGE MANAGEMENT AGENCY

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**Position:** Design Lead

**Location:** Washington, DC

**Posting Date:** June 28, 2015

**Position Summary**

The History Factory, a heritage management firm with offices in Washington, DC, and Chicago, is interviewing experienced designers to lead our DC office's design team. This position provides design leadership from development of concepts to preparation of production files for projects, including but not limited to the design of books, websites, digital publications, exhibits and events and other two- and three-dimensional products. The design lead plans and directs the activities of the design team to maintain The History Factory's standards of creative excellence, timeliness and profitability, while achieving our clients' goals.

**Responsibilities**

- Provides design leadership from concept to completion and prepares visual presentations for assigned projects
- Works with client resources to confirm project objectives, deliverables and other expectations in support of project creative briefs
- Collaborates with fellow creative team members on most appropriate design and media options to meet project objectives, budget and schedule
- Collaborates with program leaders to ensure client and project objectives are met
- Collaborates with production specialist on budgeting, schedule and supervision of outside services, including production contractors
- Provides advice and assistance as needed to insure optimal quality of design deliverables
- Prepares all design documentation and specifications for client review and approval prior to release to fabricators, printers, programmers, etc.
- Works with leadership to assign, coach and manage design resources
- Directs and coaches staff performance

**Qualifications**

- A very strong portfolio of past creative work
- Bachelor's or master's degree in design and at least 10 years experience in design management, graphic design, exhibit design or digital communication
- Strong organizational skills
- Strong communication skills, both verbal and written
- Experience working in collaboration with other creative team members
- Familiarity with campaign, brand management and corporate identity work
- Extensive knowledge of digital graphic/visual design techniques and procedures
- Extensive knowledge of graphic software programs for Mac, including Adobe Creative Cloud, InDesign, Illustrator and Photoshop
- Good working knowledge of electronic production process and print production process
- Proven ability to deliver high-quality work on schedule and within budget