



VACANCY

GRAPHIC DESIGNER/ARTIST NATIONAL MUSEUM, BLOEMFONTEIN

Applications are invited for the position of Graphic Designer/Artists at the National Museum in Bloemfontein.

Salary level: DPSA Salary level 6

The main purpose of the post is to do the design and lay-out of the Museum's publications. In addition, design and create innovative and appealing Museum exhibitions, social media management and creative support for Museum's campaigns and events.

Qualifications: Minimum NQF Level 6 Three year National Diploma in Graphic Design. A valid (unendorsed)

Code B driver's licence.

Experience: 3 Years' experience in design and layout of publications magazines, journals, annual reports, etc. Experience in the graphic design, printing processes and photography.

Knowledge: Visual design and printing processes as well as the materials to be used. Good computer knowledge base of relevant design programmes and operating systems i.e. CorelDRAW, Adobe CS. Knowledge of three dimensional display set- ups.

Key Performance Areas:

- Create engaging and on-brand graphics for a variety of media.
- Design and Create Museum Exhibitions
- Social Media Management
- Creative support for Museum events and campaigns
- General Administration

Recruitment Details

- Communication will be limited to the short-listed candidates only.
- Short-listed candidates will be subjected to a comprehensive selection process and be requested to submit a portfolio of work containing magazines/journals/annual reports that they designed and laid out.
- **The National Museum is committed to Employment Equity and aims to attract and retain talented individuals to achieve its equity objectives. Therefore people**

from designated groups, including those with disabilities, are encouraged to apply.

- The National Museum reserves the right not to fill an advertised position.
- If you meet ALL the stated requirements, kindly e-mail your application inclusive of all of the following documents:
 - A cover letter
 - Curriculum Vitae/ Resume (with 3 contactable references)
 - The National Museum Employment Application Form
 - Certified copies of ID and/drivers licence, Matric Certificate and all relevant qualifications.
- All the above documents must be sent via email to applications@nasmus.co.za
- Applications not meeting the criteria will be automatically disqualified.
- Should you not hear from us within one month after the closing date, consider your application unsuccessful.

Enquiries: For further enquiries, contact applications@nasmus.co.za

Closing date: 28 October 2026

National Museum, Bloemfontein

TECHNICAL DEPARTMENT (DESIGN & WORKSHOP)

Name: Vacant

Supervisor: HOD: Design & Workshop

Substitute: N/A

Supervisee/s: N/A

Job Title: Graphic Designer/ Artist

Level: Designer

Purpose of the Position

The main purpose of the post is to design and lay-out the Museum publications. In addition, design and create innovative and appealing Museum exhibitions, social media management and creative support for Museum campaigns and events.

Key Performance Areas

- KPA 1 Create engaging and on-brand graphics for a variety of media.
- KPA 2 Design and Create Museum Exhibitions
- KPA 3 Social Media Management
- KPA 4 Creative support for Museum events and campaigns
- KPA 5 General Administration

Knowledge, Skills and Abilities:

Qualification: Minimum: NQF Level 6 Three year National Diploma in Graphic Design degree. A valid (unendorsed) Code B driver's licence.

Experience: 3 Years' experience in design and layout of publications magazines, journals, annual reports, etc. Experience in the graphic design, printing processes and photography.

Knowledge: Knowledge of visual design and printing processes as well as the materials to be used. Good computer knowledge base of relevant design programmes and operating systems i.e. CorelDRAW, Adobe CS. Knowledge of three dimensional display set- ups.

Personal Attitudes: Excellent interpersonal skills; organised, self-motivated, ability to work well within a team, strong bias towards working with detail and ability to work with multiple projects simultaneously. Strong sense of responsibility.

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Task Group	Weighting %
KPA 1 Create engaging and on-brand graphics for a variety of media.	40
KPA 2 – Design and Create Museum Exhibitions	20
KPA 3 – Photography and Social Media Management	20
KPA 4 –Creative support for Museum Events, campaigns & other departments	10
KPA5 – General Administration	10
TOTAL	100%

KPA 1 – Create engaging and on-brand graphics for a variety of media.

PROCESS	TASK
Design Museum Publications (CULNA, Indago, Annual Report etc.)	- Meet with editors/ managers in order to discuss the appearance of the upcoming issue in respect of publications - Following the briefing, research the project, Maintaining skills/keeping up to date. - Project planning in terms of timeframe, budget, etc.
Visual Layout of Museum Publications	- Create the covers and insides of the publications using photos, graphics and other forms of artwork - Assemble final layouts and prepare layouts for production.
Professional design and lay-out and co-ordination of marketing material (invitations, flyers, brochures, adverts etc.)	- Supports the Museum by representing our brand identity through online, print and rich media design. - Work with internal clients to gather requirements, pitch creative concepts - Design and layout graphics for a variety of media including invitations, flyers, brochures, adverts etc. within deadline and budget.
Printing	- Provide detailed printing specifications to service provider. - Sign off on proofs. - Management of projects (measured by time, planning, quality, sourcing of materials, handling of assistants).

KPA 2 – Design and Create Museum Exhibitions

PROCESS	TASK
Planning and Design	- Conduct research and collect appropriate background and product information - Prepare individual project plans (design, timelines, resources and budget) for approval by HOD. - Produce sketches - Design the displays for permanent and temporary exhibitions

National Museum, Bloemfontein

Project Management and Execution	• Provide detailed plans for Workshop/contractor. • Text/panel lay-out and printing incorporating 3 languages • Purchases/sourcing. • Provide expert advice throughout the construction and installation of the displays. • Effective management of projects (measured by time, planning, quality, sourcing of materials, handling of assistants).
Maintenance of exhibitions	• Cleaning, restoration and/or renovating of permanent display areas where needed.

KPA 3 – Photography and Social Media Management

PROCESS	TASK
Photography	• Identifying locations and setting up photographic equipment • taking pictures • editing and retouching images • Maintenance of photographic database
Videography	• Identifying locations and setting up videography equipment • Basic videography for Social media go live • Editing videos • Maintenance of video database
Assist with social media management	• Ensure brand consistency in copy through tone, voice and terminology • Assist with day to day management and schedule content for social media pages. • Refer content for editing where necessary • Supervise all aspects of social media interaction between users and the Museum, and ensure a positive user service experience • Refer online queries to the relevant divisions for resolution • Create simple social media graphics and messages to celebrate/ commemorate key dates on the annual calendar and upload to social media platforms • Receive content and schedule social media posts (where necessary refer for text editing) • Source some content for sharing

KPA 4 –Creative support for Museum events, campaigns & other departments

PROCESS	TASK
Create Artwork	• Support science departments with the creation of artwork for specific projects or publications • Building/drawing/carving/casting/modelling/construction/ painting.

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	• Creation of accurate reproductions (artefacts, tools, methods, practical demonstrations, etc.)
Creative support for Museum events and Campaigns	• Provide creative support for Museum events and PR campaigns • Provision of creative support for Special Days and campaigns celebrated by the Museum

KPA 5 - General Administration

PROCESS	TASK
Ad hoc functions	• Preparing minutes of monthly meetings of the PR, Exhibitions and Marketing Committee in the absence of senior graphic designer • Ad hoc research • Maintain awareness of current creative trends and influences
Office Administration	• Communications via Emails, letters and phone calls • Printing and photocopying • Prepare monthly activity performance reports • Compile statistics • Create presentations • Attend meetings • Attend training and professional development

Terms of Contract: Full Time

Print Name:.....

Signature:.....

Date:.....