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JOB OPENING: DESIGN DIRECTOR

The Public Policy Lab looking for a skilled communications designer to serve as our organization's chief designer and creative director.

What's the Public Policy Lab?

The Public Policy Lab is a nonprofit innovation lab for the public sector. We apply human-centered methods from design, anthropology, behavioral science, and technology development to improve the creation of public policy and the delivery of public services. We have a particular focus on supporting the needs and aspirations of low-income and vulnerable communities.

What's the Job?

You'll participate in all phases of Public Policy Lab project work, from ethnographic research to evaluation, serving as the chief design thinker in all contexts.

You'll help recruit project-specific design fellows, and you'll collaborate with these fellows on all aspects of the PPL's design activities – designing stimuli for research activities, generating visual representations of research findings, filming and photographing research activities, developing preliminary service and tool prototypes, collaboratively designing and testing prototypes with stakeholders, refining prototypes for real-world piloting, and documenting all of these activities in print and digital formats.

Beyond project-based work, you will design and produce PPL institutional materials, from print reports and identity materials to email newsletters and slide presentations. You'll own the PPL's visually-driven social media accounts (Instagram, Pinterest, etc.), and look for new opportunities to express and extend the PPL's design identity.

What Are the Requirements?

We're seeking an experienced, formally trained graphic or communications designer:

- Degree in Graphic or Communications Design or equivalent design program (Master's degree strongly preferred), with proficiency in InDesign, Illustrator, and Photoshop expected.
- At least 5 years of experience as a professional visual designer, preferably with at least 2 to 3 years at an established agency or design firm.
- Background and interest in art-directing and mentoring fellow designers.
- Experience managing print and digital production for a range of materials.

We're hoping for strong skills in human-centered research and storytelling. We don't expect any candidate to have *all* the following skills, but multiple of them would be appreciated:

- Experience carrying out design research with members of the public.
- Familiarity with designing stimuli, prompts, cultural probes, and other tools to drive design research.
- Skills in hand illustration, storyboarding, video production, web animation, audio engineering, or other narrative storytelling methods.
- Comfort with visually expressing and documenting the process behind the work.
- Fluency in Spanish particularly appreciated, and fluency in other major New York City languages is also helpful.

Board of Directors

Bryan Boyer
David Gibson
Deborah Marton
Chelsea Mauldin
John Payne

The Public Policy Lab is a tax-exempt 501(c)(3) nonprofit organization.

And we're looking for a design leader who wants to help us build PPL's capacity to do ever more work with ever greater impact. We'd like to hear about:

- Entrepreneurial business-development and operations experience, from working at a start-up, at your own firm, or at small non-profit organizations.
- Experience assembling/managing multidisciplinary teams, backed with strong leadership and delegation skills.
- Successful presentation and client communications skills.

Want to Apply?

Here's what we need to start:

- a cover letter (PDF) with a brief story about some interesting work experience you've had – a time when you were challenged or surprised or impressed or altered,
- a link to your LinkedIn profile and/or a PDF of your resumé, and
- a link to a website or a PDF portfolio showing your past work.

Please email the above three things to jobs@publicpolicylab.org, with the subject line "Design Director."

No calls please. Selected applicants will be contacted for a brief Skype interview, followed by an in-person meeting and portfolio review for leading contenders.

Policies & Disclaimers

The Public Policy Lab is an Equal Opportunity Employer; all qualified applicants will receive consideration for employment without regard to race, creed, color, religion, national origin, ancestry, citizenship status, age, disability, sex, sexual orientation, gender identity, marital status, veteran status, or any other characteristic protected by applicable federal, state or local laws.

We can only consider candidates already authorized to work in the United States. We do not provide relocation expenses. Compensation is commensurate with experience and with non-profit standards. Nothing in this job posting or description should be construed as an offer or guarantee of employment.

Anything else?

Work/life balance is important to us. We close our office for several weeks each year and generally restrict work communications to weekday business hours. We're open to considering flexible schedules for very experienced applicants. We offer paid leave, generous retirement-savings benefits, and health, dental, and life insurance.

We believe that good design starts at home: the PPL can only generate meaningful policy and service designs if our team finds meaning and satisfaction and growth in our work. We regularly discuss our values, and we explore ways to be better for each other and in the world.

"If you have come here to help me, you are wasting your time. But if you have come because your liberation is bound up with mine, then let us work together." – Credited to Aboriginal activists group, Queensland, 1970s.