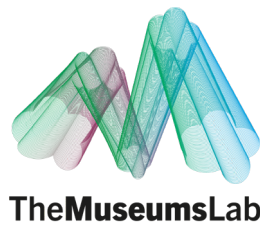


# TheMuseumsLab

## **Call for Graphic Designer**

BASED IN ETHIOPIA

Submit this form by 2 April 2025 to [TheMuseumsLabTeam@mfn.berlin](mailto:TheMuseumsLabTeam@mfn.berlin)  
Subject: "Logo TheMuseumsLab 2025"



## Submission Form

TheMuseumsLab is looking for an Ethiopia-based graphic designer to redesign the M-visual of its logo for the 2025 programme, with Addis Ababa as the featured partner city. If you are interested in shaping the visual identity of TheMuseumsLab 2025, kindly send the completed form to [TheMuseumsLabTeam@mfn.berlin](mailto:TheMuseumsLabTeam@mfn.berlin) (Subject: "Logo TheMuseumsLab 2025") and make sure to attach:

→ **Concept Proposal**

A brief but clear description of your logo concept and associated motifs, explaining the creative approach, and how it aligns with the programme's overarching topics and ideas. Mockups, sketches, or visual references are optional.

→ **Work Samples**

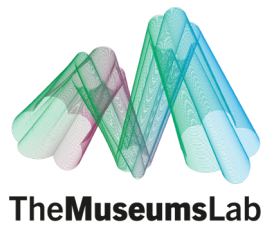
Share a few samples of your previous work (3-6 samples). Each work should have a short concept note or explanatory text accompanying it. If available, you may also include links to relevant online portfolios or projects.

Please only submit PDFs. All documents must be submitted in english.

### Personal Data

Please insert your personal data here. If applying as a collective, please choose one representative to provide contact details and act as the primary point of communication for the group.

Address	MsMrsMrMxno title
Full Name	
Name you go by (if different)	
Position / Field of work	
Institution / Place of work	
City and Country of Residence	
E-Mail	
Website	
Social Media Handles	



**TheMuseumsLab**

## About your Work

### Short Bio

To get an idea of the perspectives you bring to TheMuseumsLab, please share some words about your work and background.

Max. 1000 characters

### Fields of Work

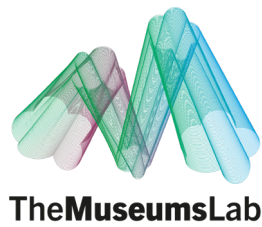
Briefly describe your professional focus in three key words.

3 Keywords

### Concept Proposal

Please provide us with a short version of your concept proposal.

Max. 600 characters



## Availability & Consent

Are you available to finalise the logo within 20 days if selected?

Yes

No (If no, please explain): \_\_\_\_\_

Do you grant Museum für Naturkunde Berlin and its partners permission to publish the data you have provided with your submission?

Yes

Yes, except: \_\_\_\_\_

No

I confirm that I am the original author of the submitted content.

I have read and agree to the terms of contract (p 5).

I have read and agree to the privacy note (p 7).

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

## Terms of Contract

The following terms apply to the finalised design of the logo and associated graphic motifs selected for TheMuseumsLab 2025 programme. These terms outline the ownership, usage rights, and delivery expectations for the chosen artist, or collective. The contract partner is the Museum für Naturkunde Berlin, one of the project partners of TheMuseumsLab.

### Eligibility and Double Funding

Individuals currently receiving funding from TheMuseumsLab, such as Fellows, are not eligible for this opportunity.

### Ownership and Usage Rights

The selected artist grants the Museum für Naturkunde Berlin an exclusive, unlimited, and transferable right of use for all purposes, without restriction on time, geography, or media. This includes but is not limited to the right to reproduce, distribute, edit, and publicly display the logo across digital and print media.

### Compensation

The selected artist will receive a payment of 3000 € (Net) upon final approval and submission of the design files. Payment will be issued following receipt of a formal invoice from the artist, as well as the completion of all contract terms and deliverables.

*For Collectives:* If the selected submission is from a collective, only one invoice may be submitted, and payment will be transferred to a single designated bank account. The collective is responsible for coordinating the distribution of the honorarium internally.

1. This amount is exclusive of the statutory value added tax if applicable.
2. The remuneration shall become due after the service has been rendered and an auditable invoice has been issued. The invoice must comply with the requirements of § 14 UStG. In the case of invoices from abroad, the information must be provided in accordance with German VAT law. In the case of invoices for which the place of performance is in Germany and the tax liability is transferred to the recipient of the service on the basis of the provisions of § 13b UStG, the reference „Reverse Charge Procedure“ must be noted on the invoice. In case of invoices from abroad and small business regulations, the invoice amount must be issued in net terms. The remuneration shall be transferred to an account to be named by the Contractor. The Contractor shall be obliged to provide proof of self-employment.
3. The Contractor shall be responsible for compliance with all tax and social security obligations arising from this Agreement.
4. The Contractor is aware that the competent tax office may be notified of the payments made by the Client as soon as the income from agreements concluded with the Client reaches an amount of 1,500.00 Euro per year.
5. In the event that an applied for status determination procedure - for the social security classification of the contractual activity - has not yet been completed with the German Pension Insurance Association (Deutsche Rentenversicherung BUND), although the contractually agreed service has been rendered and accepted, a payment of the agreed amount less 21% shall be made first. The retained amount will be paid out as soon as Deutsche Rentenversicherung BUND has confirmed the existence of self-employment.

### Revisions

The artist agrees to provide up to two rounds of revisions based on feedback from TheMuseumsLab (Museum für Naturkunde Berlin & Yimtubezina Museum and Cultural Center). The final artwork must be completed and submitted within 20 days of notification.

**File Delivery Requirements**

The final submissions must include vector files (.ai & .eps are mandatory) as well as high-resolution raster image files for print and web at a minimum resolution of 300 DPI with a transparent background. In case that analog techniques are used, a professionally digitised version of the artwork must be submitted, as described above.

**Acknowledgment and Credit**

The selected artist or collective will be credited for the design of the artwork in an official announcement by TheMuseumsLab, which may include platforms such as TheMuseumsLab's website, and social media. However, once published, Museum für Naturkunde Berlin is not obligated to provide ongoing credit for future uses of the logo.

**Confidentiality and Non-Disclosure**

The artist agrees to keep all preliminary and final designs confidential until TheMuseumsLab officially launches the artwork. The artist shall not disclose any project discussions, or design drafts without prior written permission from the Museum für Naturkunde Berlin.

**Liability**

The artist is responsible for ensuring that their work does not infringe on any third-party rights or copyrights. Museum für Naturkunde Berlin will not be liable for any claims arising from such infringements.

**Modification**

Museum für Naturkunde Berlin reserves the right to make minor adaptations to the design for usability across different formats. However, significant alterations that change the artistic intent will require prior discussion with the artist.

**Termination**

Museum für Naturkunde Berlin reserves the right to terminate the agreement if the artist does not meet the agreed requirements, deliverables, or deadlines.

## **Privacy Note**

### **Processing and storage of your data**

The personal data will be processed and stored on the Museum für Naturkunde Berlin's server and web-based archiving systems, in strict compliance with the applicable data protection regulations. The data will only be used for the stated purposes. It will only be stored for as long as necessary and will then be deleted. If the data is to be further processed for a purpose other than that stated, you will be informed in advance and your consent obtained.

### **Use of data**

Your personal data will be shared with relevant members of TheMuseumsLab partner organisations involved in the selection process. Given that TheMuseumsLab involves institutions from both Africa and Europe, personal data may be transferred across borders. Your data will not be shared with any third parties outside TheMuseumsLab project without your explicit consent.

We will use your data for the following purposes:

1. Managing submissions: Evaluating and selecting an artist for the logo design for the 2025 programme
2. Communication: Informing participants about their application status.
3. Publication: Sharing selected works and artist information in relation to the call (only with prior consent provided through this form).

### **Consequences of not signing**

The consent is voluntary. The recipient has the right not to agree to this declaration of consent. However, as the collecting and processing of the above-mentioned data is necessary for the above-mentioned purpose, failure to sign would preclude the use of the data by TheMuseumsLab.

### **Data subject's rights**

You have the right to revoke your consent with effect for the future at any time. The lawfulness of the processing carried out until the revocation remains unaffected. You can request detailed information about the data stored about you at the address below. A data transfer can also be requested. If you desire, you can have the collected data corrected, deleted or have its processing restricted. Furthermore, you have the right to lodge a complaint with the supervisory authority (Berlin Data Protection Commissioner).

### **Contact Information**

If you have any questions or concerns about data privacy or wish to exercise your rights, please contact us at:

TheMuseumsLabTeam@mfn.berlin  
Museum für Naturkunde Berlin  
Invalidenstr. 43  
10115 Berlin