

# Request for Proposals (RFP)

## Graphic Designer (Independent Contractor, Term)- Accessibility Guide for the National Aviation Heritage Area

### Posted by:

National Aviation Heritage Alliance (NAHA)

**Project Location:** Remote, with collaboration based in Dayton, Ohio

**Contract Period:** September 2025 – November 2025

**Compensation:** \$35/hour, estimated 180 hours

### About NAHA

The **National Aviation Heritage Alliance** is the congressionally designated management entity of the **National Aviation Heritage Area (NAHA)**, one of 62 federally recognized National Heritage Areas in the United States. Located in and around Dayton, Ohio, the NAHA region preserves, interprets, and promotes the legacy of the Wright brothers and America's early aviation history.

### Project Overview

NAHA is developing a **digital accessibility guide** for public use. The guide will provide accurate, honest, and accessible information about the conditions at NAHA's partner and Dayton Aviation Heritage National Historical Park sites, focusing on the visitor experience for people with mobility, vision, hearing, and cognitive disabilities.

All content for the guide, including text, structure, and accessibility evaluations, is being developed by a disability inclusion specialist and NAHA staff. Once this content is finalized, NAHA will contract with a **Graphic Designer** to design and format the digital guide in **CanvaLive** and ensure the final product adheres to **Level AAA of the Web Content Accessibility Guidelines (WCAG)**.

### Scope of Work

The selected Graphic Designer will:

- Design and format a multi-section digital guide based on completed content provided by NAHA.
- Ensure the guide follows NAHA brand standards and guidelines.
- Build the guide in **CanvaLive**, a collaborative and editable publishing platform.
- Ensure the guide complies with **WCAG Level AAA accessibility standards**, including:
  - Proper color contrast
  - Font choices and text size
  - Logical reading order and navigation
  - Use of plain language in labels

- Alt-text for images and non-text content
- Collaborate with NAHA staff and the disability inclusion contractor to interpret accessibility review content into visually accessible layout choices.
- Implement edits based on input from NAHA staff, Ohio disability advocacy group(s), and disability inclusion specialist in early October 2025.
- Deliver a visually polished, accessible guide ready for public dissemination by **November 14, 2025**.

## **Deliverables**

- Fully formatted, accessible Accessibility Guide built in CanvaLive
- Design source files and templates (if applicable).
- Documentation of accessibility standards met during design process.
- Edits implemented following review by NAHA staff and external accessibility experts.

## **Qualifications**

- Proven experience designing accessible digital materials.
- Strong familiarity with **WCAG 2.1/2.2 Level AAA** compliance, particularly for document design.
- Proficiency in CanvaLive. Experience working with web-based collaborative platforms is required.
- Strong visual design portfolio with examples of accessible design.
- Ability to meet deadlines and collaborate remotely with a small project team.
- Understanding disability inclusion principles is a plus.

## **Timeline**

- **September 2025:** Contract begins
- **September-October 2025:** Designer builds and formats the guide, communicating with NAHA staff to provide updates on progress.
- **Late October 2025:** Designer implements feedback from disability advocacy review
- **November 14, 2025:** Final guide due

## **Compensation and Employment Status**

- Compensation for this position is \$35/hour.
- This is a temporary/fixed-term position from September through November 2025 with an expected end date of November 14, 2025.
- The position will not exceed 180 total hours.
- Payments will be made based on agreed-upon milestones.
- This is an **independent contractor** or **freelance** role. As a 1099 independent contractor, the person selected for this project will be responsible for managing their own taxes and any associated financial obligations, as required by Ohio law. The selected contractor will not be eligible for employee benefits, including health insurance, retirement plans, or

paid time off. The selected contractor will be required to sign a written employment agreement with NAHA that outlines the expectations of the project and deliverables.

- All work produced by the graphic designer in connection with this project, including but not limited to design files, graphics, and content will be the exclusive property of NAHA.

## How to Apply

Please send the following materials to Anna Helmig-Sampson at **[ahs@aviationheritagearea.org](mailto:ahs@aviationheritagearea.org)**

- Resume or CV
- Portfolio with 2–3 examples of digital design work, preferably with accessibility features highlighted
- A short cover letter or statement of interest describing your approach to accessible design and experience working on similar projects

NAHA values diverse perspectives and strongly encourages candidates with disabilities or from underrepresented backgrounds to apply. We are committed to providing reasonable accommodation for applicants and employees with disabilities. If you need assistance during the application process, please reach out to our team at [ahs@aviationheritagearea.org](mailto:ahs@aviationheritagearea.org).

This term position was made possible in part by a grant from the National Park Foundation (NPF). As the official nonprofit partner supporting the National Park Service, NPF is dedicated to safeguarding America's 430+ national parks and ensuring they are accessible and enjoyable — for everyone, forever. Learn more about NPF [here](#).