
Role Description

February 2021

Mid Level Designer

Role Description

The Mid Level Designer is a part time creative, smart designer to help generate, execute and produce a wide variety of media including, but not limited to publications, events collateral and advertising.

Reporting Relationships

The Designer will be part of the Marketing & Communications team, reporting directly to the Director of Admissions and ultimately, the Principal.

Hours of work

This is a part time role, approximately 3 days per week, with additional hours required during busy periods. The contract is for the remainder of 2021 with the possibility of renewal in 2022.

Role Responsibilities

The designer will be working with the School's brand to create engaging publications that reinforce brand identity. They will:

- Develop design concepts and solutions based on creative brief and communication strategy and in line with brand guidelines.
- Execute and produce design communications for diverse media (print and digital) with a focus on the craft of design.
- Generate relevant and engaging media.
- Manage projects from design brief to production.
- Collaborate with the marketing and content managers to assist in the ideation of brand initiatives.
- Stay up-to-date with developments and generate new ideas to draw audience's attention.
- Respond to critical feedback then negotiate and enact agreed refinements.

Personal Attributes

- Experienced professional with excellent design and communication skills
- Proven track record working as a designer with strong layout and editorial design skills
- Experienced in all current design programs including Adobe CS.
- 4-6 years' related experience, evidence in folio of brand rollouts or experience in a branding agency
- Bachelor's degree in a related field.
- Ability to work across Mac and PC
- Experience in briefing suppliers and creating print ready artwork
- Experience with motion graphics and a working understanding of the web is a plus
- Perform well under deadlines
- Ability to work in a team, able to self-initiate and have experience in branding and corporate identity
- Confident, flexible approach with the ability to respond professionally and resourcefully to the unexpected
- High level organisational and planning skills with strong attention to detail.
- Outstanding work ethic, including a willingness to work flexibly when required.
- Initiative, maturity of judgement, resilience
- Strong interpersonal skills
- Ability and willingness to evaluate and critically reflect upon own professional practice

Application details

Applications close **Monday 8 March 2021**. *Queenwood will only accept electronic applications.*

Applications should include:

- Application for Employment (Non-teaching staff). Applications that are not accompanied by the Queenwood Application for Employment form will not be considered.
- Resume & cover letter addressing the criteria / position requirement outlined in this role description.
- Portfolio including examples of projects responding to brand identity and style guidelines.
- Applications to be emailed to: employment@queenwood.nsw.edu.au.

Please note that if shortlisted for interview you will be required to provide proof of right to work in Australia for the duration of the appointment.