

ELTHAM College

Position Description: Junior Graphic Designer/Marketing Assistant (3 month contract - full or part time)

Reports to: Communications Manager

ELTHAM College has been educating young women and men for the past 40 years. The College was conceived in 1973 as a new concept in independent, coeducational schooling. Founded by a dynamic group of community members, who were seeking schooling for their children that would look beyond average educational practice to education that fostered the talents, confidence, initiative and passion for learning in every individual.

Our location in the Nillumbik Shire, northeast of Melbourne, is no accident. Historically, this district has inspired free thought and innovation. For years, artists, writers and intellectuals have been drawn to Nillumbik as a centre for inspiration. The notion of ELTHAM as one of Australia's few truly independent schools was founded within this creative culture.

Members of staff at ELTHAM College are expected to support and extend the College's ethos and culture, foster in their students the enjoyment of learning, provide opportunities for them to participate in the wider life of the College and personal excellence and inspire a broad world outlook. Staff should also be prepared to continue professional development and/or further education throughout their career.

The College has a strong commitment to technology. All applicants should be able to demonstrate their strong desire to maximise the use of technology in an educational environment.

ELTHAM College is looking for an energetic, enthusiastic person to take on a *Junior Graphic Design and Marketing Assistant* role for a fixed 3 month contract term, commencing in early June and working within our Community Relations Office. We are looking for an entry level Graphic Designer or third year university student who is motivated and enthusiastic to succeed. Tertiary level qualifications (or working towards) are essential.

The role

- Use Adobe Creative Cloud Software Design to produce a wide variety of marketing and communication materials (web banners, flyers, brochures, internal templates, email marketing, signage, event invitations, programs, maps etc.)
- Photographing product, photo editing and designing digital graphics for web/social media use and EDM's
- Prepare artwork for print
- Liaise with external companies to meet needs as directed by the Communications Manager
- Website content management
- Assist with the ongoing development and implementation of brand identity and brand identity guidelines
- Support requests from, and propose recommendations to Communications Manager, Directors and other internal members as appropriate to deliver design solutions that meet their needs
- Assist with strategy, design and implementation of marketing activities as directed by the Communications Manager
- Perform simple administrative tasks
- Assist in the production of the weekly newsletter

Attributes/skills/experience

- Excellent multi-tasking and time management skills
- Proficiency in Adobe Creative Suite CC (Photoshop, Illustrator, InDesign)
- Excellent verbal, written communication and people skills
- Ability to accept positive and negative feedback
- Excellent organisational and file management skills
- Ability to work to deadlines and have a high attention to detail
- Web skills
- Basic photography and photo manipulation skills
- Knowledge of social media

Performance Qualities

- Customer focused, friendly and professional
- Eye for detail and ability to proof own work
- Interest in broadening skill base, keen to learn and ability to take direction
- Work quickly and efficiently with a sense of urgency
- Reliable
- Enthusiastic
- Works well independently or with team