# Graphic Designer

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Aquinas College is a Catholic Regional College for young people in the Eastern suburbs of Melbourne on the traditional lands of the Wurundjeri people. Within this Catholic identity, the College reflects the life, work and teachings of Jesus Christ and the evangelising mission of the Catholic Church. Inspired by our Catholic tradition, our vision is to be an excellent school. Our mission is to promote quality learning in our students while developing an awareness of God in their lives, the value of human relationships, a sense of justice, a hopeful spirit and a love of learning. We are committed to providing a child safe environment and ensuring that all in the College community are safe, respected, empowered and supported.

## Position Summary

The role of the Graphic Designer sits within the Marketing and Development department in the College and works collaboratively with other team members and staff to: maintain the College brand internally and externally of the College and to provide professional design support across all facets of the College.

## Statement of Key Responsibilities

**Branding**

- Apply and maintain standards relating to the College's corporate image.

- Develop the awareness, recognition and reputation of the Aquinas College brand.

- Monitor the use of the College's brand across all media, internal documents, websites and social media sites, including Facebook and Twitter and other sites as decided by the College.

- Investigate new ways to improve the College's image and curriculum through visual media.

**Design**

- Design outgoing College advertising and other Administration-driven work.

- Provide professional quality visual media for the curriculum.

- Aid internal College events through both publicity and content enhancement from initial concept/design through to fabrication.

● Provide hands-on design and fabrication for large scale art projects such as the College musical and the associated foyer display, events, internal departments, permanent classroom display, etc.

● Assist in the design and production of College publications.

● Prepare images and videos for print publications and digital use.

● Develop multimedia presentations for major events.

**Administration**

● Maintain and operate large format professional grade printers.

● Manage the photography and videography of College events, including outsourcing as required.

● An understanding of Copyright Laws, Privacy Act, the College's Privacy Policy and other relevant legislation and College policies.

● The Graphic Designer will be expected to carry out other duties from time to time that are broadly consistent with this position description.

## Knowledge and Experience (Essential Criteria)

● An understanding of Ministerial Order 1359 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice.
● Appropriate tertiary qualifications.
● A strong working knowledge of industry standard graphic design software such as Adobe IllustratorTM, Adobe PhotoshopTM and Adobe InDesignTM and other Graphic Design applications.
● Knowledge of printing methods and the requirements for both large and small scale work as well as skills in the effective use of printers and laminating machines.
● Graphic skills for drawing construction in both digital and traditional art mediums.
● Communication skills to effectively translate concepts through the different stages from idea to product and to work with contractors outside the College.
● A proven ability and experience in delivering excellent outcomes with a high degree of Professionalism.
● Excellent interpersonal skills, with demonstrated ability to build rapport and interact effectively at all levels within an organisation.
● Excellent oral and written communication, writing and editing skills.
● Strong organisational and time management skills, with an ability to prioritise tasks, meet deadlines, work well under pressure and manage competing tasks with a high level of attention to detail.

- Promotes creativity, innovation and ideas with a dynamic and proactive approach.
- An ability to work independently and within a team and leadership environment to implement change and continuous improvement.
- Monitors and evaluates efficiency and effectiveness of graphic design projects.
- Demonstrated knowledge of photography and experience with a DSLR camera.

## Working relationships

- Reports to the Assistant Principal: Mission in relation to all delegated responsibilities.

- Liaises with the Executive team, Leadership team, IT department, and Communications Officer where appropriate.

## Conditions

● Category C Education Support Employee, Level 3 under the Victorian Catholic Education

Multi-Enterprise Agreement 2022.