

Intrepid Group

FULL-TIME DESIGN COORDINATOR

NAME:		REPORTING TO:	Content Manager
POSITION TITLE:	Design Coordinator	DIRECT REPORTS:	None
DEPARTMENT:	Marketing, North America	LOCATION:	Toronto

For the past 28 years, Intrepid has been taking small groups on real life experiences that give back to the places and people we visit. Now the world's largest provider of adventure travel experiences, we cater for all ages, budgets, and appetites for adventure through Adventure Tours Australia, Geckos Adventures, Intrepid Travel, Peregrine Adventures and Urban Adventures.

Working in travel is a nice perk. An even better one is knowing that the work you do matters. Globally renowned as a leader in responsible travel, Intrepid Group has been a carbon-neutral business since 2010 and was the first global travel company to end elephant riding. The Intrepid Foundation, our not-for-profit, has raised \$5m AUD for over 75 local and international charities by matching traveller donations dollar-for-dollar.

POSITION PURPOSE:

The Intrepid Group (Intrepid Travel & Peregrine Adventures) is looking for a Design Coordinator. If you are graphic designer who thinks creatively, drives results and is not afraid to think outside of the box, we might be looking for you!

You must have at least one year of professional work experience designing for print and web, with solid communication skills and an eye for detail.

The North America Marketing team is growing. We are all about BIG ideas and making things happen very quickly. You will report directly into the Content Manager while supporting the Design & Video Specialist in Toronto. You will also work with a global team of designers and creatives.

The Design Coordinator will be responsible for content creation and design that drives traffic, engages audience, and helps the Intrepid Group business achieve sales goals.



Intrepid Group

Core Responsibilities:

- Design marketing collateral for email, web, print and social channels
- Support the Design & Video Specialist with image capture, selection, and editing
- Manage upload and storage of images, video, and design assets
- Ability to work to a specific brief and develop new creative ideas and executions
- Drive innovation in visual content distribution that grows our audience in North America

Qualifications and Experience

- 1+ year of professional graphic design experience
- Degree or certification from accredited college or university in graphic design is preferred
- Expertise with InDesign, Photoshop, and Illustrator
- Experience with Adobe Premiere or similar video editing software is a definite asset
- Experience working with project management tools and data management tools such as Asana and Bynder
- Strong multitasking skills and the ability to manage multiple projects
- Basic knowledge of the travel industry on both the consumer and trade side

Other Skills and Attributes

- Must possess basic understanding of direct marketing channels and terminology
- Desire to learn and understand how your work contributes to the bigger picture
- Personal and/or professional travel experience to Intrepid destinations
- Able to work on projects individually or as part of a team
- Ability to work under pressure
- Fast learner, adapts to changing priorities & strong time management skills
- Wanderlust and love for travel in the Intrepid style
- Friendly, flexible and a sense of humour

HOW TO APPLY:

1. **Cover letter:** Please tell us briefly why you want to join the marketing team and work for the Intrepid Group.
2. **Resume:** Please submit your resume outlining your past experience and relevant training/education.
3. **Portfolio:** Choose one piece of design work that you think best exemplifies your skills –both technical and creative, and one sample of video editing that you have done for your portfolio.