

Intrepid Group

JOB DESCRIPTION & ACCOUNTABILITIES

Effective MARCH 2018

Schedule 1 – Employee's Duties

NAME:		REPORTING TO:	Production Manager
POSITION TITLE:	Graphic Design Contractor	DIRECT REPORTS:	Nil
DEPARTMENT:	Marketing Services & Innovation	LOCATION:	Melbourne Head Office

POSITION PURPOSE:

The Graphic Designer is a fixed-term contract position responsible for the following;

As part of the Studio team, the Graphic Design Contractor is primarily a production role required to deliver on-brand brochure designs for all Intrepid Group brands. Working in conjunction with the Production Manager and Lead Brochure Designer, the Graphic Designer will follow tight templates to deliver accurate brochure page layouts and create maps in a timely manner. The role will participate in the production of brochures from design through to print production and develop assets for use across all Intrepid Group brands following the visual identity guidelines of each brand.

Qualifications & Experience

- Tertiary qualified in Graphic Design, Visual Communication or similar
- Extensive experience in page layout and brochure/catalog production
- Knowledge of the Adobe Suite (CC 2018 - InDesign, Illustrator, Photoshop)
- Experience in processing files for print production
- Experience adhering to style guides
- Ability to retouch photographs

Skills and attributes

- A passion for travel
- Great time management
- Experience in working to production timelines
- Excellent communication skills
- Ability to work as part of a team
- Great attention to detail



Operational Accountabilities	Benchmark Measure
<p>Construction of brochures;</p> <ul style="list-style-type: none"> - Successfully populate brochure pages based upon pre-existing templates (InDesign) - Construct vector maps (Illustrator) - Select imagery in line with brand guidelines - Retouch, crop and amend photographs where necessary (Photoshop) - Other brochure related tasks including but not limited to, filing of images, packaging artwork files and exporting maps 	<ul style="list-style-type: none"> - All artwork completed by the required date - Accuracy of work; limit to 1 round of revisions.
<p>Ad hoc duties;</p> <ul style="list-style-type: none"> - Assist Design Team in ad hoc artwork requests 	<ul style="list-style-type: none"> - On time completion of tasks assigned from Senior Designers or Design Manager - Accuracy of work; limit to 1 round of revisions.