

## Graphic Designer

### Job purpose

To design a range of collateral for Kiwiburn Inc to support the event and year round community.

### Key Responsibilities

- Liaise with winning poster competition artist.
- Help with adaptation of winning poster design for use across all media:
  - Website
  - Stickers
  - Wristbands
  - Volunteer Patches
  - Tickets and ticketing web pages
  - Social media
- Help oversee design layout and production of:
  - Event Guide
  - Survival Guide
  - Afterburn Report
  - Media Kit
- Design of other collateral:
  - Electric Fencepost Newsletter
  - Department graphics (eg. stickers and t- shirt designs)
- Oversee organisation of design files and assets within google drive

### Working Relationships

- Communications Facilitator
- Communications Teams (Web, Social Media, EFP, Photography)
- Facilitators and Team Leads

### Time Commitment

- **Year round:** 1-3 hours per month
- **June/July:** 20 hours
- **December - January:** 20 - 40 hours per month

### Necessary Qualities, Knowledge and Experience

- Print & digital design experience

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- Access to Adobe Creative Suite
  - Strong familiarity with InDesign & Illustrator
  - Artworking abilities are a plus!
  - Competent with, and responsive to, email communications
  - Regular internet access
  - Reliability

**Desirable Qualities, Knowledge and Experience**

- Familiarity with Google Suite
- Understanding of print production process
- Motivated and organised
- Good eye for selecting images
- Familiarity with Wordpress back end