

## Job Description

### DIGITAL DESIGNER

Last Reviewed: April 2022

### Position Summary

The Digital Designer is responsible for presenting the school in a quality manner through use of photography, videography, graphic design, and other technology and media. The role also includes logistical coordination of on-campus events.

### Reports to & Evaluated by

Director of Marketing & Communications

### Roles & Responsibilities

Collaborate with the Marketing & Content Specialist to capture, create, and communicate the CA story to the internal and external community and stakeholders.

#### *Marketing & External Communications*

- Capture photo and video content on a scheduled and ad-hoc basis to document the life of the school.
- Compile, produce, and edit digital and physical materials making use of graphics software and other relevant programs.

#### *Campus Event Management*

- Coordinate the online streaming of school events.
- Coordinate all logistical aspects of on-campus events to ensure these are consistently delivered in keeping with CA's quality standards, including but not limited to sign-up and attendance, catering, ushers, and signage.

### *CA Mission & Values*

All employees are expected to perform the duties of their employment conscientiously and in alignment with the School's Core Values, Mission, and Objectives.

### *Child Protection*

It is the goal of the Canadian Academy to maintain a school environment for all students free from abuse. All Canadian Academy employees share a collective responsibility for the safety of Canadian Academy students. No Canadian Academy employee may engage in any activity constituting abuse.

Aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to a high standard of effective recruiting practices with specific attention to child protection.

### *General Terms & Conditions*

- All employees of Canadian Academy are required to comply with the school's Code of Conduct and all other school policies.
- In keeping with Canadian Academy's commitment to lifelong learning, all employees are expected to embrace and participate in the school's professional learning program.
- This role also includes any duties other than those listed above which may reasonably be requested by the supervisor or the Headmaster.
- The School reserves the right to update this Job Description from time to time depending on evolving organizational needs.

### *Ideal Candidate Profile*

- Fully bilingual in English and Japanese
- Open-minded and comfortable operating in a multicultural environment
- Strong collaborator in producing and guiding creative work
- Excellent project management skills, self-starter and able to meet deadlines
- Flexible and adaptable to respond to shifting priorities in a fast-paced environment
- Open to mentoring students with digital design-related questions
- Outstanding technical skills and excellent knowledge of social media
- Experience with graphic design, video production and/or photography, including Adobe Creative Suite (Illustrator and Photoshop)

**Interested applicants are invited to submit a covering letter and resume to [caemployment@canacad.ac.jp](mailto:caemployment@canacad.ac.jp) by May 20, 2022.**