



Duty Statement

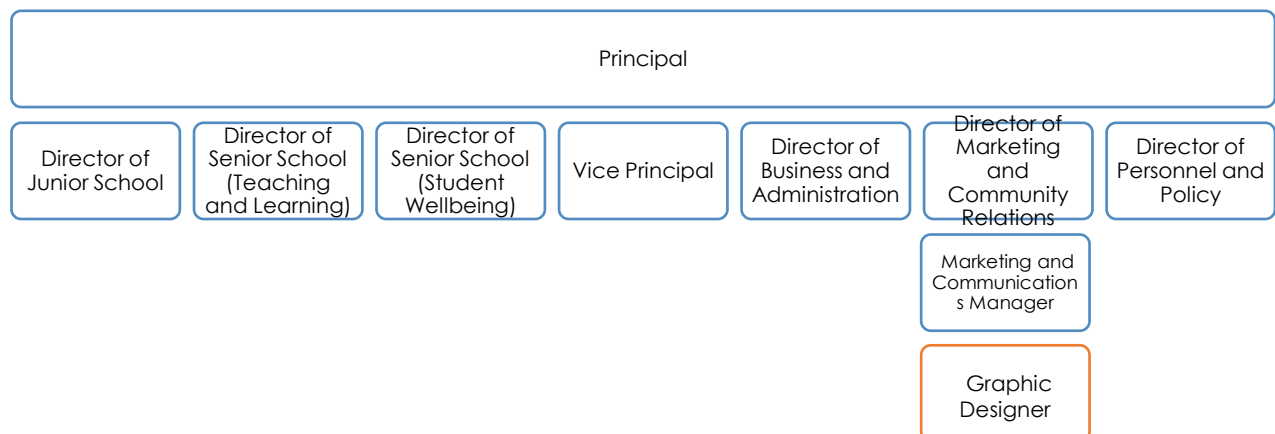
GRAPHIC DESIGNER

All Saints' College, in partnership with its families, community and the Anglican Church, empowers students to develop their potential, becoming confident, compassionate and committed to worthwhile service to the local and global communities.

POSITION PURPOSE

The Graphic Designer is responsible to the Marketing and Communications Manager in carrying out the duties associated with the design and management of publications, printed and digital promotional assets and signage. The Graphic Designer will collaborate with internal and external stakeholders to ensure brand consistency and high-quality design output.

ORGANISATION STRUCTURE



KEY RESPONSIBILITIES

- All Saints' College is seeking a creative and passionate designer to support the College and its sub-brands through high quality graphic and digital design services.
- An exciting opportunity for a highly motivated individual, the role encompasses the delivery of a range of design work for internal and external use across print, digital and web platforms. We are more than just a generic school brand, we also have a separately branded Fremantle campus called The Studio School, and a Childcare called Little Saints , so our ideal candidate has the experience to successfully manage multiple brands concurrently.
- As a part-time role, it may also suit a designer who also wishes to have the time to embark on their own projects or undertake freelance work.

Primary duties

- a) Develop creative and visually appealing designs for digital and print media, signage and event collateral, working through the design process from concept to completion
- b) Design templates and support staff in the creation of rich media content for various environments, reviewing designs and providing feedback and guidance to colleagues.
- c) Manage the creation of communication design assets and asset suites, event collateral and creative concepts, ensuring designs are optimised for various platforms.
- d) Execute the creation of printed documents and informational resources for All Saints' College, The Studio School and Little Saints Childcare.
- e) Collaborate with key departments to develop design concepts that align with design briefs and brand guidelines, while supporting project objectives.
- f) Maintain the All Saints' College and The Studio School primary brands across internal and external assets and support the brand development of existing and new College sub brands.
- g) Develop key presentation media for major College events.
- h) Monitor, manage and execute incoming requests via a design request system and liaise directly with staff as clients.
- i) Source and review quotes from printers and other external suppliers as required.
- j) Maintain an organised system of design assets, templates and brand guidelines.

Staff Expectations

- (a) Serve as a good ambassador of the College. This includes conducting oneself in accordance with the professional standards of the College.
- (b) Take an active part in the general life of the College — supporting policies, procedures, aims and objectives in order to facilitate the day-to-day operation and promote a high quality of education within the college.
- (c) Attend staff meetings as required and, on occasions, extraordinary meetings.
- (d) Where possible, promote and assist in the extracurricular programme of the College, interacting with staff in activities outside the set daily timetable.
- (e) Ensure all students and parents are provided with quality service in a timely, efficient and friendly manner.
- (f) Maintain professional confidentiality concerning information about staff and/or students.
- (g) Strive to implement productivity, quality, and service improvements on a continual basis.
- (h) Remain abreast of current trends through participation in and contribution to professional development activities and relevant professional organisations.
- (i) Comply with Occupational Safety and Health requirements in the workplace.
- (j) Ensure that all documents are prepared and presented in a professional format in keeping with the College practice and that high standards of spelling, grammar and punctuation are maintained.
- (k) Operate as a 'team player' always and fully support the Principal, Leadership Team and activities of the College.
- (l) On occasions, you may be directed to undertake other duties as required.

Selection Criteria

Essential

- A tertiary qualification in Graphic Design or a relevant discipline with minimum two years' experience in a similar role.
- Exceptional stakeholder management and customer service.
- Strong attention to detail.
- Outstanding time management with the ability to manage own workload and priorities, manage multiple projects concurrently and perform under strict deadlines.
- Creative flair with the ability to consistently deliver the brand DNA and adhere to client briefs.
- Experience in Adobe Creative Suite and other design platforms.

Desirable

- Experience managing multiple brands.
- Experience with illustrations and animations.
- Experience or interest in the Education sector.

*The College recognises that Duty Statements are dynamic documents.
They are reviewed annually or as required.*

February 2025