



POSITION DESCRIPTION

Position Title: Graphic Designer

- Aim of Position:**
- ◆ To assist the senior designer in performing all art direction and graphic design duties on *Marketing*, *Human Resources* and *Procurement* magazines, ensuring that both magazines look as good as they possibly can given limited art budgets.
 - ◆ To ensure smooth and on-time production and delivery of *Marketing*, *Human Resources* and *Procurement* magazines.
 - ◆ To liaise with the advertising sales teams in order to ensure that all advertising material is submitted on time and run correctly.
 - ◆ To assist the advertising sales teams in the creation of media kits and other marketing material when and where necessary.
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Key Performance Areas:

- ◆ Art & design
- ◆ Magazine production
- ◆ Cost Control
- ◆ Marketing support



CRITICAL TASKS

Art & Design

- ◆ Working with set templates, layout all magazine content to ensure that each magazine's editorial & pictorial content is presented in the best possible way.

Magazine Production

- ◆ Assist the Senior Designer to ensure that the magazine production schedules are met & flatplans remain accurate ;
- ◆ Ensure that the magazine advertising sales personnel get the advertising material from their clients;
- ◆ Create high-res PDF files and upload them to the printer's FTP site;
- ◆ Assist the Senior Designer in managing the relationship with the printer to ensure timely delivery and highest quality;
- ◆ Work creatively and co-operatively with the editorial teams, ad sales teams, the printer and the circulation teams to ensure that all issues are solved with no affect to magazine delivery to subscribers.

Cost Control

- ◆ Assist the Senior Designer in ensuring that all invoices from printers are accurate and correct;
- ◆ Stay in touch with printers to ensure that Lighthouse is getting the best value for money.

Marketing Support

- ◆ Be available to the sales teams to create ratecards, brochures and other pieces of marketing collateral when required.



SKILLS REQUIRED AND PERSONAL ATTRIBUTES:

- Skills**
- ◆ Very strong knowledge of the print production process;
 - ◆ Very strong knowledge of the following applications: InDesign, Quark Express, Photoshop, and Acrobat;
 - ◆ Strong planning, time management, production management and process management skills;
 - ◆ High attention to detail;
 - ◆ Ability to take on additional responsibility;
 - ◆ Good verbal, written communication skills; and
 - ◆ Problem solving skills – common sense.
- Personal Attributes**
- ◆ Team player and diplomatic;
 - ◆ Trustworthy, honest, professional and discreet;
 - ◆ Sense of humour;
 - ◆ Confidence in own ability;
 - ◆ Common sense and initiative;
 - ◆ Ability to be successful without supervision and with, at times, minimal management direction;
 - ◆ Ability to maintain a positive, motivational, “get things done” attitude, especially when faced with difficult circumstances; and
 - ◆ Strong work ethic.
- Qualifications**
- ◆ Degree in Arts, communications, or related field;
- Required Experience**
- ◆ Two years magazine design experience.