



## AMERICAN COMMUNITY SCHOOL

OF ABU DHABI *SINCE 1972*

**TITLE:** Graphic Designer

**DEPARTMENT:** Communications

**REPORTS TO:** Director of of Communications

**JOB CLASSIFICATION:** Admin Assistant and Faculty scales

**WORKING HOURS:** Monday through Thursday from 7:45 AM to 4:30 PM and Fridays from 7:45 AM to 12:30 PM. 190 days.

**SALARY SCALE:** Starts at AED 141,000.

We're looking for a talented graphic designer who can take concepts and ideas and create visual representations in both print and electronic media. The ideal candidate will have expert knowledge of current design software and be skilled in every step of the design process, from concept to final deliverable. Collaborating with multiple teams across the school, the graphic designer should be able to take written or spoken ideas and convert them into a design that connects. The successful candidate will have a thorough understanding of branding and marketing, and be able to find the right style and layout for every project.

### OBJECTIVES:

- Work on a wide range of projects and media, using various software programs to visualize and develop innovative graphic designs
- Obtain input from others to ensure that designs meet organizational standards and brand expectations, express ideas accurately and represent the company appropriately
- Work independently as well as cooperatively with various teams to meet deadlines, stay within budget and schedule project implementation based on workload
- Update and maintain internal databases for designs, photography and video

### RESPONSIBILITIES:

- Collaborate, brainstorm and strategize with multiple teams on a wide range of materials that may include web pages, presentations, programming collateral, signage, internal communications, newsletters and marketing materials
- Translate strategic direction into high-quality design within an established brand identity
- Develop concepts with software and execute original content by determining the ideal usage of color, text, font style, imagery and layout
- Manage the design and uploading process for all project materials, based on best practices for using a content management system
- Brand Manager
  - As a digital brand manager, this person will play a vital role in enhancing ACS's image and brand.
  - Effectively showcase ACS and its programs to current and prospective families and staff
  - Manage ACS's website content; manage any updates as and when necessary
  - Optimize ACS's website
  - Oversee the design, delivery and maintenance of communication mediums - collateral material, digital signage, websites, newsletters

**REQUIRED SKILLS AND QUALIFICATIONS:**

- Exceptional creativity and innovative design skills
- Three or more years of experience with design software, including Illustrator, InDesign, Photoshop, Google Suite
- Excellent communication and presentation skills
- Organizational and time-management skills for meeting deadlines in a fast-paced environment
- Desire to continue building skill set with education and training

**PREFERRED SKILLS AND QUALIFICATIONS:**

- Three or more years of experience in professional graphic design
- Bachelor's degree (or equivalent) in graphic design, art or related discipline
- Knowledge of content management systems
- Photography experience and proficiency with photo-editing software