

Job Title: Graphic designer

Line management: Marketing & Communications Manager

Main Purpose of the Post:

Support the marketing department within the school in graphic design and marketing materials, design solutions with high visual impact and work on a variety of products, including website, booklets, corporate identity, promotional items...

Duties:

Graphic Design

Ensure all requested marketing materials are in line with the school's branding guidelines and communications policy.

Use the approved branding files.

Create all graphic design material such as but not limited to: Signage, Parents Handbook, Staff Handbook, Students Planner, posters for school events, newsletters, etc... Follow-up with printing, production and suppliers.

Photography and Social Media

Use and maintain the camera and its equipment and keep record of equipment requested to use by other staff members.

Cover on-campus and off campus events, capture and process images until desired results achieved.

Feed the school's social media and newsletter with approved pictures.

Screen the school's social media and flag any issues to line manager at first instance. Assist with D6 School Communicator when needed.

Work with a wide range of media and use graphic design software .

General

Maintain an up-to-date and accurate information on the school website.

Make sure that relevant marketing procedures and policies are followed by staff members.

Compile a database for potential new enrolments (relocation agencies, multinational corporations, nurseries, primary schools).

Maintain an organized and up-to-date filling of data.

Requirements:

Graphic designing qualification and experience

Possession of creative flair, versatility, conceptual/visual ability

Up-to-date with industry leading software and technologies

Our vision is to develop all our students as academic, characterful, happy young people equipped with our values and with the knowledge, attitude and skills necessary to succeed in life.

Our Values are Respect • Aspiration • Excellence • Collaboration • Responsibility

P: +971 4 394 3465 E: info@englishcollege.ac.ae W: www.englishcollege.ac.ae P.O.B: 11812 Dubai, UAE

Highly proficient in all design aspects, time, costs and deadlines
Good knowledge of Photoshop, Illustrator and InDesign is a must, WordPress knowledge is a plus

Remunerations:

Competitive salary

Benefits:

Medical Insurance

Please email your CV to: jobs@englishcollege.ac.ae

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