

Graphic Designer

About the post

The graphic designer is responsible for working design and visual communications for CHAT's operation and diverse programmes. Work closely with the team, external designers and artists on a variety of graphic design projects on exhibitions and marketing campaign. This includes print and digital, environmental graphics, museum exhibition graphics, marketing collateral, and presentation materials. The graphic designer works closely with internal and external parties overseeing accuracy, quality control, deadlines, and budget requirements.

Main Duties

The Graphic Designer will be expected to:

- Work closely with curatorial, communications and creative productions and operations team to develop graphic design, leads design process from conceptual and schematic design through design development to installation and summative evaluation.
- Create and manage exhibition graphics, educational and interpretive materials, invitations and brochures, gallery didactics, promotional banners and signage, print and digital advertising, and web-based communications, and other projects.
- Oversee the development and production of the CHAT's graphic design, digital and print materials to include designing, editing, printing for exhibits, signage, program and event collateral.
- Implement strong brand identity materials and guidelines for institutional use respecting CHAT's existing style guide and provide consistency to the CHAT's branding identity across a wide range of print and electronic materials.
- Communicate with internal and external parties to assure quality and maintain deadlines.
- Plan, oversee, manage, and adhere to production schedules and budget for design, production and printing.
- Conduct photography shoots of objects or spaces for exhibitions, program or others marketing campaigns.

About You

- Bachelor's degree in Graphic Design, Visual Communications, Exhibition Design and Multi-media or related studies.
- Minimum of 3 years of design-related work experience.
- Extensive knowledge of trained and mature skill of software in Adobe CS6 (InDesign, Photoshop, Illustrator), Sketchup and 3D Studio Max.

- Knowledge of diverse materials such as paper and stickers.
- Experience managing print production and trafficking jobs with knowledge of papers and printing processes essential.
- Demonstrated typographic, color, and layout abilities, production knowledge, and an understanding of digital production for print.
- Strong portfolio of work demonstrating a high degree of creativity, diversity, and productivity.
- Able to multi-task and create an organized production schedule that incorporates time for both scheduled and unscheduled projects.
- Being a good team player and willing to assist for multiple different tasks.
- Proficiency in MS Word, Excel and PowerPoint.
- Flexibility for being required to work in off hours, weekend and public holiday from time to time as deemed necessary.

TO APPLY FOR THIS POSITION

Qualified candidates should email their cover letter, CV, expected salary, names of 2 references and link to online portfolio or 3 to 4 PDF samples (less than 4 MB in combined file size) with contact information to hr@mill6chat.org

*The information provided will be kept confidential and used for recruitment purposes only. Applicants not contacted within **six weeks** may consider their applications unsuccessful. The company will retain all applications for a maximum period of one year.*