



## **Communications & Marketing Department**

### **Junior Graphic Designer (Part-Time)**

#### **5-Month Fixed Term Contract**

#### **Background:**

The Communications & Marketing Department in Dublin City University manages a range of activities including PR, marketing, design and student recruitment. The department is seeking a talented and enthusiastic Junior Graphic Designer to join the in-house team, working with the internal team and a range of external suppliers, to support the design and development of print, video, and digital materials for the University. This is a five-month part-time position, and candidates will be required to work either mornings or afternoons.

#### **Job Summary:**

Reporting to the Senior Graphic Designers in Communications and Marketing, the post holder will have multimedia responsibility across internal and external communications for the DCU brand, ensuring all communications for the DCU brand are both relevant and timely. He/she will join an existing small team and share responsibility for a range of communications supports and channels to ensure the requirements of all DCU campuses, faculties, schools and institutes are managed appropriately and delivered to exacting standards. Specific duties will include:

- Design and production management of DCU print materials – for both internal and external audiences. Includes magazines, brochures, invitations, posters, faculty related materials and annual reports
- Manage a database of photography and video for DCU (all campuses), ensuring it is kept up to date
- Act as photographer and videographer (when required) for DCU events and activities across campuses
- Concept creation, development and implementation for events and specific projects, including signage, artwork displays, infographics and print collateral
- Manage content for the DCU website; liaising with relevant departments and offices across DCU to source suitable content and images

#### **Requirements:**

The successful candidate will have a maximum of 2 years' experience working in design, preferably within a busy agency or multi-disciplinary environment. The post holder should be capable of managing and prioritising a varied and substantial workload.

Specific requirements include:

- Must be qualified to FETAC Level 5 or equivalent and up to 2-year's relevant experience as stated above
- A good working knowledge of the Adobe Creative Cloud Suite (InDesign, Photoshop, Illustrator, Dreamweaver etc)
- In depth knowledge of Flash is essential
- Strong portfolio demonstrating broad experience in visual design and multiple design concepts, to include, print, digital and photography
- Experience in photography and videographer is highly desirable
- Good interpersonal skills and the ability to communicate clearly at all levels across the organisation
- Demonstrated ability to work with multiple technologies and a solid understanding of mobile and web technology
- An interest in or understanding of Drupal CMS is also favourable
- Attention to detail and a passion for design
- Excellent communication skills and the ability to work as part of a team

**Expected Start Date:** 01 August 2016

**Salary Scale:** \*€24,210 - €31,882 per annum (pro rata)

*\*Appointment will be commensurate with qualifications and experience and will be made on the appropriate point of the salary scale, in line with current Government pay policy.*

### **Application Procedure**

Please send a CV, cover letter and a portfolio of your most recent work to [katy.halpin@dcu.ie](mailto:katy.halpin@dcu.ie) by the closing date stated below.

**Closing Date for Applications:** 03 June 2016

***Dublin City University is an equal opportunities employer***