

Misk Schools Job Description – Graphic Designer

Job Title	Department	Salary Grade
Graphic Designer	Communications and Marketing	TBA

1	Reports to:
	Director of Communications and Marketing

2	Core Purpose:
	The core purpose of this role is (a) to create high-quality design and graphics that transmit the ethos and values of the organization and help to tell its story visually, and (b) to act as the custodian of the brand, ensuring all external/ internal digital and non-digital design work conforms to Misk Schools’ official brand and style guidelines.

3	Responsibilities:
	<p>The Graphic Designer will:</p> <ol style="list-style-type: none"> 1. Develop design and layout concepts (English and Arabic) in line with the Misk Schools guidelines. This will include image selection as well as the development of original infographics, charts, diagrams etc 2. Create digital and non-digital publications, brochures, advertisements, stationery, signage, merchandise, visual displays etc 3. Seek feedback on concepts, prepare and present revisions, obtain required approvals 4. Prepare final artwork 5. Manage print production process, working with the Director of Communications and Marketing to deliver the right quality within the agreed budget 6. Liaise with external design agencies as and when required 7. Order branded material from suppliers as and when required, ensure quality standards are met 8. Create/ approve the graphics content of Misk Schools’ social media channels and website 9. Take responsibility for the Misk Schools brand and style guidelines, updating as required 10. Innovate systems and processes to enhance efficiency and effectiveness 11. Keep track of the Department’s merchandise and stationaries stock 12. Work with the Director of Communications and Marketing to establish and achieve personal performance objectives 13. Undertake additional duties as and when required by Director of Communications and Marketing

4	Qualifications
	<ul style="list-style-type: none"> • Bachelor’s Degree in Graphic Design

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Experience

- A minimum of four years' experience working as a graphic designer.
- Experience of graphic design for digital media.
- Experience of creation and delivery of motion graphics for various media is a plus
- Candidates are requested to share a portfolio of their previous work with their application to this role.

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Commitment and Abilities

- Excellent ability to communicate clearly in written and spoken English and Arabic
- Evidence of good organizational skills, including record keeping/ archiving
- Team player with the ability to develop and maintain critical relationships internally and externally, including with people from other cultures
- Proactive approach and enthusiasm for working in an environment of positive change and development
- Ability to be flexible, organize own workload, attention to detail, work under pressure, and meet agreed deadlines
- Commitment to professional development by taking part in training, mentoring, and coaching
- Proficiency in the use of IT for administration purposes and specialized graphics software
- Conduct all activities within the service standards established by the Director of Communications and Marketing, embedding the Misk Schools culture and ethics in all activities