



Position vacant

Graphic Designer

The Law Society of New South Wales is looking to employ a Graphic Designer in its Marketing & Communications team on a full-time basis. The position will be advertised internally and externally.

If any staff member is interested in applying, or requires further information, please contact the HR Department no later than Monday, 26 July 2021.

Accountabilities

Reporting to the Senior Graphic Designer and working within the Marketing and Communications team, the Graphic Designer delivers in-house design solutions and creative services, helping to build and maintain a consistent brand identity.

Responsibilities

- Design and produce effective creative solutions – targeting internal (staff) and external (members and the legal profession) audiences – across all visual touchpoints, including brand identity, marketing and advertising, event collateral, publications/layouts and digital/UI, in line with brand guidelines.
- Work closely with the Senior Graphic Designer throughout the creative process to ensure creative solutions are delivered on time, on brief and on brand.
- Follow team processes to ensure consistency and efficiency in the delivery of services. Use the project management tool (Asana) to track progress and archive artwork files following filing and naming conventions.
- Collaborate with the Marketing and Communications team to support project objectives, planning and delivery.
- Liaise with internal stakeholders on scope of work and revisions, with guidance from the Senior Graphic Designer.
- Assist the Publications team in the production of LSJ magazine for print and online, as required.
- Assist in building and maintaining the library of digital brand assets and templates.
- Keep updated on emerging trends in design and branding to ensure in-house creative solutions remain effective and relevant.
- Assist with other duties as required.



Requirements

- Tertiary qualification in graphic design
- 1–2 years' experience as a graphic designer, preferably in an in-house, agency or corporate team environment
- Current portfolio with design work demonstrating skills in branding, print and digital design
- Demonstrated ability to translate creative briefs into effective design solutions, in line with brand guidelines
- Proficient in design principles, layout, typography and use of colour
- Working knowledge of print and digital design production processes
- Basic knowledge of UI/UX (desirable)
- Basic knowledge of motion design and/or video/post-production (desirable)
- Comfortable working in a macOS environment
- Proficient in Adobe Creative Cloud apps (InDesign, Photoshop, Illustrator, Acrobat)
- Working knowledge of Microsoft Office apps (Word and PowerPoint)
- Basic knowledge of digital project management tools (eg. Asana) (desirable)
- Basic knowledge of WordPress (desirable)

Applications

The Law Society of New South Wales is committed to building and maintaining a respectful and inclusive workplace, appointing the best person for the role, and supporting diversity.

Written applications, including a cover letter outlining your motivation for this position should be made via: <https://www.seek.com.au/job/53072870>