

Designer | Wellington, CBD

The McGuinness Institute seeks a graduate designer to join their team. This is a job that offers a wide variety of work. The position is permanent full time, commencing early February 2019.

You will be highly organised, take initiative and have effective problem-solving skills in both a design conceptual context, the print production process and social media. You will also display strong creativity skills, an eye for detail and have the ability to work constructively in a busy small team environment. You will have good verbal and written communication skills.

Education and experience in design, typography and publication layout is essential. The ideal candidate will hold a design degree or have an equivalent combination of education and relevant work experience, with a demonstrated history producing brochures, booklets, infographics and various other print mediums.

Responsibilities and skills required:

Publications

- A working knowledge of Adobe Creative Suite, particularly InDesign, Illustrator and Photoshop
- Proficient in Office 365, particularly PowerPoint
- Strong conceptual design and layout skills
- Experience in print and digital design
- Ability to multi-task and meet deadlines (good time management), also the capability of designing within existing brand guidelines/style guide
- Responsible for organising and monitoring inventory levels of publications

Video and photography

- Knowledge and understanding of digital cameras
- Responsible for filming and/or photographing all workshops and events
- Working knowledge of Adobe Premier Pro
- Ability to edit, review and upload all event footage

Web

- Proficient in WordPress and understand how to set up new WordPress websites
- Responsible for preparing artwork and editing content across all Institute's websites
- Ensuring all websites are updated, links work and are backed
- Manage the Institute's website domains and hosting services

Social media

- Knowledge and understanding of social media platforms Facebook, Instagram and Twitter

As we are a small team, it is critical that staff work together as a team and do administrative tasks as required to ensure the office runs smoothly. Also having a basic understanding of IT and how technology/computers work is a bonus.

About the McGuinness Institute

The McGuinness Institute is a non-partisan think tank working towards a sustainable future for New Zealand. Led by Chief Executive Wendy McGuinness, the Institute undertakes research and analysis with a view to contributing to a national conversation on New Zealand's long-term future. See mcguinnessinstitute.org for more about the Institute.

Closing date for this position is Wednesday 9 January 2019. Please send through a portfolio along with your resume and cover letter to wmcg@mcguinnessinstitute.org with the subject line 'Designer – application'.

Applicants for this position should have New Zealand residency or a valid New Zealand work visa.