WELLINGTON
COLLEGE
INTERNATIONAL
PUNE

JOB TITLE	**Graphic Designer**	**DEPARTMENT**	Non-Academic
REPORTS TO	**Head of Admissions and Marketing**		

Wellington College International Pune (WCIP) will be the eighth in the Wellington College Internationalfamily and the first of several planned for India. Allied to the Unison Group, one of India's leading educational providers and renowned for quality and academic rigour, WCIP will benefit from a strong partnership and collaboration with Wellington College UK and Wellington College schools in China and Thailand. This core partnership with Wellington College UK is pivotal for every school and WCIP embraces this authentic relationship, leveraging upon the outstanding quality of education exhibited across the network of schools.

Main Task and Responsibilities:

- Coordinates all aspects of design and preparing for print production.
- Conceptualise and create visually appealing designs for a wide range of digital and print assets, including websites, social media graphics, infographics, banners, brochures, and more
  Produce high-quality weekly newsletter using MailChimp
- Create visuals and posters as adverts, branding, publicity materials and magazines
- Maintain Image Bank in FlickerPro, Canto and drives
- Create engaging videos and reels suitable for various social media platforms
- Creating videos from school events for marketing and branding purposes which aligns with the branding guidelines.
- Hands-on on creating good quality yearly magazine
- Work with copywriter and marketing team to produce final design and amend designs after feedback
- Ensure final graphics and layouts are visually appealing and on-brand
- Create all branding collaterals for WCIP
- Photographing the campus, pupils, events and class activities at WCIP for image databank and using in marketing materials and designing
- Performs related duties as required and provide support to the Head of Admissions & Marketing
- Willingness and flexibility to work long hours and weekends for assigned tasks and events.

Person Specification
Essential Experience / Qualifications Required
- Degree in design, Fine Arts or equivalent   4-5 years of experience in graphic design and publications   - A good portfolio of past work is a MUST   - Strong working knowledge of printing, publishing and graphic design and related computer software   - Photography skills are an added advantage
Skills and Personal Qualities
- A keen eye for aesthetics and details   - Deadline-oriented   - Time-management and multi-tasking skills   - Good communication skills   - Flexibility
Essential Values, Behaviours and Attitudes:
- The role demands a multitasker who can effortlessly liaise with all the other teams, efficiently manage the roles and duties within the team, and finally get the job done well in time   - Should be well organised, process driven and a team player   - Embody the five core values of Wellington College at all times (courage, integrity, kindness, respect and responsibility)   - Should understand the brand values and guidelines of WCIP thoroughly   - Personal integrity, accountability and credibility