

## **JOB Vacancy**

# **Graphic Designer and Videographer**

**Position:** Graphic Designer and Videographer

**Reports to:** Communication & Marketing Manager and the Director

**Liaises with:** Other departments

### **Purpose:**

Developing concepts, graphics and layouts for Alliance Française's products and services.

### **General duties and responsibilities:**

#### **Graphic Designing**

- Designing of graphics and communication material (print ads, brochures flyers, email newsletters, website, and social media accounts etc)
- Developing concepts, graphics and layouts for Alliance Française products and services.
- Collaborate with the marketing and communication department and support campaigns with design solutions.
- Assist in making revisions to designed pieces and artworks.
- Assist with creating and posting content on all AF social media platforms.

#### **Photography and Videography**

- Producing pictures for promoting Alliance Française products and services
- Taking pictures and videos during major events.
- Liaising and following up with printing houses for the production of Alliance Française marketing materials.
- Assisting with the management of Alliance Française website.
- Producing promotional videos for Alliance Française products and services.
- Be in charge of setting up banners, pull-ups, backdrops and other marketing materials for Alliance Française and partners during events and major festivals.

- Any other creative tasks that may arise for the department and assigned by the head of department or the director.

### **Education and experience:**

- While entry is open to non-graduates, preference is given to those with relevant degrees. A degree in graphic design is advantageous, although other art and design subjects will be accepted.
- At least three years working experience in a similar role.

### **Keys competences:**

- Good interpersonal skills
- Excellent IT skills, especially with design and photo-editing software (InDesign or Illustrator, plus photo-editing software such as PhotoShop).
- Exceptional creativity and innovation
- Excellent time management and organisational skills
- Accuracy and attention to detail
- Ability to meet tight deadlines
- Ability to work in a multicultural environment

### **Duration:**

1 year with possible renewal of contract. (3 months probation period)

**Working Hours:** 40 Hours per week. ( 28 hours from Tuesday – Friday- from 9am to -5pm with one hour break + 12 hours in order to cover weekend events, or by teleworking on a flexi time basis)

**Mode of application:** Kindly send your CV and application letter to [com@afaccra.com](mailto:com@afaccra.com) and CC. [assisthr@afaccra.com](mailto:assisthr@afaccra.com) by **Friday, 11th December,2020**

.Website: [www.afaccra.org](http://www.afaccra.org).