1. ROLE DESCRIPTION

The Multimedia Designer works as part of a team to ensure the development, design and production of all Kincoppal-Rose Bay’s internal and external marketing and communications collateral. The Multimedia Designer works to ensure that all communication platforms, marketing collateral, advertising and internal documents adhere to the School’s brand guidelines, mission and ethos.

2. ROLE RESPONSIBILITY AND HOURS OF WORK:

The position reports to the Communications Manager and is responsible to the Principal. Hours of work are Tuesday to Friday (48 weeks per year) from 9.00am to 5.00pm.

3. ROLE ACCOUNTABILITY

3.1 School Mission and Ethos:
   3.1.1 To support initiatives for the growth of Christian values and the Sacred Heart tradition within the School community.
   3.1.2 To give personal witness to Christian values in carrying out duties.

3.2 School Community:
   3.2.1 To contribute to the building of positive human relationships within the School community
   3.2.2 To work collaboratively with other departments, staff and members of the KRB community
   3.2.3 To collaborate in team building processes within the Communications and Development Teams
   3.2.4 To assist in developing effective communication links within the School community, and communicating in an honest, direct, professional and supportive manner
   3.2.5 To provide support and loyalty to professional colleagues
   3.2.6 To maintain confidentiality with all information relating to the School.
3.3 **Multimedia Designer Duties:**

3.3.1 Follow creative briefs to deliver advertising campaigns across digital and print mediums

3.3.2 Design, layout and print management of Kincoppal-Rose Bay publications – newsletter, bi-annual magazine, Principal's Report, Annual Report, Goals Report, Strategic and Operational Plans and other publications as required

3.3.3 Design and print management of KRB’s marketing collateral – banners, flyers, brochures and posters

3.3.4 Design and update internal documents and templates including handbooks, policies, booklets and posters

3.3.5 Preparation of all publications associated with community events including all invitations, programs and banners

3.3.6 Design of all PowerPoint presentations for use by the Principal; structure and content supplied by Communications Manager

3.3.7 Preparation of graphics for use on the School’s website including image preparation and loading content through a Content Management System (CMS)

3.3.8 Formatting of content on the School’s website through a CMS using HTML

3.3.9 Preparation of all graphics for the School’s digital communication platforms (KRB portal, digital signage and all forms of social media)

3.3.10 Produce graphics and update templates as required for use in the School’s Electronic Direct Mail (EDM) software

3.3.11 Applying the School’s brand guidelines to develop internal policy and procedure templates

3.3.12 Photograph or film, and then edit Kincoppal-Rose Bay events including awards ceremonies, Sacred Heart Day, Procession of the Lanterns and other events as required

3.3.13 Manage and maintain the KRB Image Library

3.3.14 Formatting and design of special internal documents as required by the Principal’s Office.

3.6 **Work Health and Safety:**

3.6.1 Actively supporting the development of a safe and health workplace

3.6.2 Adhering to safe working procedures

3.6.3 Assisting the School in the fulfilment of its legislative obligations.

4. **APPRAISAL / REVIEW CONDITIONS:**

The position holder will be required to undertake an annual appraisal, as part of their professional development each year. This appraisal will set strategic objectives and performance measures consistent with the responsibilities of the position.

5. **REMUNERATION:**

Remuneration is set at Level 3 Senior Clerical Officer of the Independent Schools NSW (Support and Operational Staff) Multi Enterprise Agreement 2011-2014.