

Institute for Economics & Peace

Job Description: Graphic & Digital Design Specialist

Title: Design Specialist

Reports to: Director of Communications

Location: Sydney, Australia

The Institute for Economics & Peace (IEP) is an exciting non-profit research organisation that focuses on research and communication of the research on global peace. It is headquartered in Sydney, Australia and has regional offices in New York, The Hague, Brussels and Mexico City. The Institute is independently funded, a non-partisan organisation and is not politically aligned.

Rated as one of the world's most impactful think tanks by size, its work is used by many of the leading organisations in the world including UN, OECD and the World Bank. It also has a global consulting practice, performing work for many of the leading multilateral organisations and government departments globally. IEP's main products - the Global Peace Index and Global Terrorism Index - receive billions of media impressions each year and are considered the leading products in the world in their field.

The Institute's core products are used in thousands of universities courses and with partnerships conducts training courses in countries such as Zimbabwe, Tunisia, Mexico and Uganda. The Institute's research is regularly featured in leading international media publications including the Guardian, the Economist, Huffington Post, Washington Post, CNN, and BBC.

Other organisations that it partners with include the Economist Intelligence Unit, Center for Strategic and International Studies (CSIS), Rotary International, International Chamber of Commerce, the Club de Madrid, the World Tourism and Travel Council (WTTC) and the Commonwealth Secretariat.

Design Specialist

This is a full-time position based in IEP's Sydney office. The Design Specialist will report to the Director of Communications, managing the design and layout of reports and other printed materials as well as visual, interactive, audio and editorial content for IEP's websites and social channels.

An experienced designer, the Design Specialist role is focused across two key areas:

- Design and layout of IEP's research reports - examples at visionofhumanity.org/reports
- Design of digital collateral and content for IEP's websites and social channels

Selection criteria and experience required:

- The person will be a self-starter, high energy, articulate and a team player.
- Excellent verbal and written communication skills.
- Will be able to work with minimal supervision but also to work with a clear mandate and approval processes.
- Will be culturally sensitive and flexible as the organisation grows
- Ability to comprehend and visually communicate complex research materials.
- Proven skills in graphic design and digital communications
- Ability to present ideas in a clear and concise way to multiple internal and external stakeholders
- Proficiency in Adobe Creative suite – Photoshop, Illustrator, and InDesign **required**
- Proficiency with PowerPoint, Word and Excel is **required**
- Experience with Mailchimp, WordPress and Squarespace is **required**
- Experience with Adobe Premiere, or similar video editing software is desirable

Duties and Responsibilities

- Corporate graphic design – both print and digital
- Design and layout of complex research reports and briefs
- Creatively convert charts and graphs created in Excel to InDesign or Illustrator for use in documents and online.
- Produce high quality marketing collateral using Adobe Creative suite
- Develop compelling PowerPoint slide presentations for use in international presentations and launches.
- Digital Communications - collaborate with the Communications Specialist to develop design content for social media platforms including Facebook, Twitter and Instagram.
- Manage updates to the various IEP websites

Desired personal qualities:

- Excellent attention to detail and solution oriented
- Ability to meet multiple deadlines in a fast-paced work environment
- Ability to work well under pressure with discretion and judgment
- A commitment to or an interest in peace, development and international affairs

Location: This position is based at IEP headquarters in Sydney, Australia. Candidates must have full working rights in Australia to be considered for this role.

Hours of work: 9:00 – 5:30pm, Monday – Friday.

Remuneration: The Design Specialist remuneration package will be commensurate with experience.

Applications: CV and cover letter addressing the selection criteria and desired personal qualities to jobs@economicsandpeace.org.

Deadline for applications: 31st October, 2018. We regret that only shortlisted candidates will be contacted.

Further information: economicsandpeace.org, visionofhumanity.org

The Institute for Economics and Peace is an equal opportunities employer.