



Position Description

Position Title:	Graphic Designer – Growth & Capacity		
Division:	ACTU	Date:	26 May, 2020
Classification:		Reports to:	Emma Kingdon, Director of the ATUI and Deputy Director of Growth & Capacity Building
Location:	365 Queen St, Melbourne VIC 3000	Team:	Growth & Capacity
No. of Direct reports	Nil	Mode:	Full time, Fixed term contract (18 months)

Position Purpose

As part of our Growth and Capacity building work, we have established a Graphic Design role which will focus on supporting the Australian Trade Union Institute and undertake campaign work to grow our movement, focused on engagement, recruitment and retention.

Responsibilities

- Design and deliver high quality content that aligns with brand and strategy positioning and campaign/project objectives
- Develop digital (and print) creative solutions in response to campaign/project, organisational and communication plans
- Develop digital content and animation to support campaigns across multiple platforms
- Concept to execution capability across multiple platforms including digital and print
- Ability to problem solve and come up with creative solutions
- Perform effective planning and research for projects and campaigns

Key requirements

- Commitment to and passion for the values of the ACTU and the union movement generally
- You work well in an extremely fast-paced environment with high volume projects and quick turn-around
- Your portfolio of work showcases work you have edited
- Ability to work as part of a team
- Ability to work with minimal supervision
- Excellent oral and written communication skills
- Excellent research and analytical skills
- Ability to plan and prioritise work

Key Internal & External Contacts

Key Internal Contacts
All ACTU Work Centre's and Staff

Key External Contacts
All Affiliates and relevant external parties

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Authorised	Sally McManus, Secretary	Review Date		
Created /Submitted	Michael Flinn, Director	Version	1	