

# Graphic Designer Position Description

## The essence of your position as a Graphic Designer is as follows:

- > You will be responsible for a share of creative, design and finished art.
- > Bringing the brief to life and following it through to completion using your exceptional conceptual, creative and production skills.
- > You are responsible for communicating effectively and in a timely manner on all relevant aspects of your projects.
- > You will be expected to respond to all communications, including emails, by the end of the next business day.
- > You'll be responsible for planning, co-ordinating and documenting your projects.
- > You will contribute to dandesign realising maximum value from each client to keep us profitable and stable.
- > You'll ensure our clients receive the best long-term value from working with us both. You'll do this by:
  - > meeting deadlines by managing your tasks daily using our online project management system
  - > actively suggesting new ideas and improvements
  - > treating our clients as our friends
  - > above all, enjoying what you do

## The Vision You'll Support.

"Building strong partnerships with small to medium business to help our clients reach their audience and realise their full potential."

We will achieve this with great customer service and attention to detail, under-promising and over-delivering on each project. The nett result is our tagline - delivering creative value.

## The Culture You'll Support.

Our Culture helps us to create a great work environment, and reflect all that we do on a day to day basis. They are:

1. Commitment - always give 110%
2. Ownership - responsibility for your actions
3. Integrity - deliver on your promises
4. Excellence - good enough isn't
5. Communication - speak positively of your team and clients
6. Success - willing to win and allow others to win
7. Education - learn, grow and master
8. Teamwork - a cooperative team player
9. Balance - you have a life outside of work

10. Fun - smile and enjoy what you do
11. Systems - look to the system for a solution
12. Consistency - consistent delivery and actions
13. Gratitude - grateful and appreciative
14. Abundance - there is enough for everyone

## Tasks you are responsible for completing.

### 90% of Your Tasks:

- > Idea generation and creative development
- > Layout and typesetting
- > Word processing and editing
- > Image manipulation
- > Print-ready, finished art
- > Production management
- > Project management using our online project tools
- > Communicating with clients and suppliers

### 10% of Your Tasks:

- > Weekly Work In Progress meetings and documentation

## Standards - What we can expect from you.

- > You will demonstrate and maintain a high level of quality.
- > You will communicate effectively and work closely with external suppliers.
- > You will possess great organisational skills and the ability to meet deadlines within the agreed time frame.
- > Excellent spelling, grammar, accuracy and efficiency
- > Outstanding creativity and design skills
- > Initiative, passion and the desire to learn and grow

## How you can grow

Your role, as a valued and respected member of our team, can expand as we grow – leading to promotions and reward.

## Your Personal Development - What you can expect from dandesign:

- > Support, respect and consideration
- > A great working relationship
- > Recognition and reward for the efforts you put in
- > Continual input and involvement in decision making
- > Regular performance check-ups and honest open feedback at all times
- > A genuine interest in, and support for, your career and personal development

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## Performance Development

Every three months, your performance is reviewed.

A set of gauges are used to measure your performance.

Bonuses are paid in line with your individual

Employment Agreement. The gauges are as follows:

### 1. Design

- > Creativity
- > Problem-solving
- > Typesetting and Layout
- > Attention to detail (accuracy, word-processing)

### 2. Customer Service

- > Professional manner
- > Timely communications

### 3. Operations & Systems

- > Online time sheets completed accurately
- > Online project management followed accurately
- > Milestones completed on time
- > Implementation of systems and processes
- > Development and improvement of systems and processes

### 4. Studio

- > On time to the studio and meetings
- > Observation of the House Rules, as described in House Rules document.

### 5. Learning & Development

- > Professional development
- > Personal development
- > Weekly discussion tasks  
Eg. Bring a piece of work / art / design / marketing / advertising in each week for discussion.

**Management reserves the right to alter this position description, in consultation with staff.**

# House Rules\*

## 1. Space

- > Loud, aggressive behaviour is NOT acceptable.
- > Bags, chairs, balls, boxes are NOT to be stored in the common walk way. This includes large computer bags hung on the dividers.
- > Check before: grinding coffee or toasting cheese sandwiches that you won't be impacting on meetings or phone calls.

## 2. Kitchen

- > Dishes are NOT to be left in the sink or on the bench to be done later. They are to be washed and dried directly after they have been used. This includes glasses and coffee cups.
- > Food is NOT to be stored on the fridge, behind the microwave or on the bench. This included cereal boxes and bread.
- > The food pantry and fridge is for all to use, however please be responsible for your own food store and dispose of any out of date or rotting food.
- > Sandwich toaster to be cleaned and stored in cupboard after use.
- > Coffee machine, bench top and grinder to be cleaned after EVERY use. This includes emptying the tray under the espresso.
- > Coffee grounds to be emptied into bin under the sink, NOT left in the machine or on the sink.

## 3. Rubbish management

- > Fast food containers are to be emptied, rinsed and dried before crushing and putting in the bin. Do NOT seal and dump while still containing food.
- > Milk, juice and soft drink containers are to be emptied, rinsed and crushed before putting in the bin. It is NOT acceptable to leave sealed containers on the floor NEAR the bin.
- > Food scraps are to be placed in a bin under the sink, not in bins under desks.
- > If a bin is full, empty it into one of the large green bins at the rear of the premises near the restaurant car park.
- > Pizza boxes are to be removed from the studio as soon as they are empty. NOT stored in the fridge, NEAR the bin or folded in half and stuffed in to an overflowing bin. Absolutely, NO exceptions.
- > The recycling bin takes ONLY glass, marked plastic containers, paper and cardboard. We love recycling!

## 4. Bathroom

- > No dirty clothing to be stored in the bathroom.
- > Toiletries can be stored in the cabinet behind the mirror. Be aware that this is a shared space and is used by everyone.
- > Towels that require washing are to be placed in a laundry bag and replaced with a CLEAN DRY towel. Towels will be washed on a regular basis and will be done by either of the leaseholders.

## 5. Door

- > Share the responsibility of answering the door.

\* These may seem rather peculiar, but our studio is a shared space and some tenants have been less than delightful.