

## **Senior Officer – Creative Production (Graphic Design)**

### **Job Description**

The Senior Officer of Creative Production (Graphic Design) will be responsible for:

- developing graphic, digital media and multi-media designs for CHAT programmes according to CHAT brand guidelines;
- working closely with different teams to facilitate successful CHAT programme presentations by providing graphics design including KV, signage, guideline, packaging, and etc;
- assisting in layout / fonts design base on exhibition concept proposals in accordance with artist and external designers' practices;
- assisting in design and development of research and design proposals in accordance with brand guidelines and design best practices;
- performing photo retouching, graphic designs for display in retail-related projects;
- producing analogue/ digital graphics for promotion of CHAT Shop products on social media platforms and onsite;
- supporting Communications team and Partnership and Development Team in digital media production projects including but not limited to digital advertisement for social media, campaigns, and website design work;
- supporting the management of digital media presentations on CHAT website;
- assisting Communications team in preparing social media marketing materials across Twitter, LinkedIn, Facebook, or Instagram with different design requirements;
- effectively managing tasks to ensure deliverables are accomplished before deadline and withing approved budget; and
- performing other ad hoc duties.

You should have/be:

- Bachelor's degree in Graphic Design, Visual Communications and Multi-media design or related studies.
- Minimum of 3-5 years of design-related work experience.
- Extensive knowledge of trained and mature skill of software in Adobe (InDesign, Photoshop, Illustrator, Aftereffect, Premiere)
- Strong portfolio of work demonstrating a high degree of creativity, diversity, and productivity.
- Knowledge of animation and video editing is a plus
- Able to multi-task and create an organized production schedule that incorporates time for both scheduled and unscheduled projects.
- Proficiency in MS Word, Excel and PowerPoint.
- Flexible and willing to work overtime and on holidays/ weekends at times, especially during peak seasons or exhibition openings

**TO APPLY FOR THIS POSITION**

**Qualified candidates should email their cover letter, CV, expected salary and names of 2 references with contact information to [hr@mill6chat.org](mailto:hr@mill6chat.org) by 20 Nov 2023.**

*The information provided will be kept confidential and used for recruitment purposes only. Applicants not contacted within **six weeks** after application deadline may consider their applications unsuccessful.*

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