

GRAPHIC ARTIST JOB DESCRIPTION

Position: GRAPHIC ARTIST		Department: COMMERCIAL	
Key Result Area		Description	
1. Planning		<ul style="list-style-type: none"> • Develop daily work concepts for graphics • Identify, establish and maintain key local and international contacts and build media networks • Identify training needs • Identify and make technical improvements 	
2. Key Roles		<ul style="list-style-type: none"> • Creating engaging images and artistic works by hand or using design software • Take charge of the entire process of defining requirements, visualizing and creating graphics including illustrations, logos, layouts and photos • Your artistic works must capture the imagination of the consumers and ensure they understand the message behind the artistic work • You need to be able to translate the requirements into artistic designs • Your works need to inspire and attract the target audience using a local flair • Stay up to date with laws relating to privacy, contempt and defamation along with advances in technology • liaise with internal and external stakeholders to strengthen artistic output of VBTC 	
3. Revenue Opportunities		<ul style="list-style-type: none"> • Work to identify revenue opportunities via art • Work within the limitations of the budget as set by management 	
4. Relationship management		<ul style="list-style-type: none"> • Be a team player • Build a solid network people and organisations that respect your artwork and who engage with you for work. 	
5. Reporting		<ul style="list-style-type: none"> • Monthly report to the Head of Commercial • Regular report of impact assessment. • Report achievement of targets. 	
Key Performance Indicators			
<ol style="list-style-type: none"> 1. Accuracy & Timeliness - Pay attention to detail including checking that the message intended to be portrayed through your artistic work are captured accurately and remain in good taste. Meet deadlines and expected revenue target. 2. Commitment to work – Show interest and enthusiasm for the job; is reliable and attends work or returns from breaks on time; gives satisfactory explanation for any absences; complies with VBTC policies. 3. Initiative – Completes work independently with little or no supervision; identifies any problems on the job and solves them or speaks up about it. 4. Teamwork – Displays initiative and teamwork between staff and management. 5. Quality of Reporting – Provide quality reporting by impact assessments for improvement. 			

Qualifications, Skills and Experience

A minimum of 2 years work experience in the graphic industry or other related field.

- Demonstrable graphic design skills with a strong portfolio
- Proven interest and experience in artistic works with a strong local flavour
- Excellent verbal and written communication skills
- Strong Interpersonal & various Media skills
- A valid driver's license is desired but not mandatory
- Proficiency in written and spoken Bislama, English and/or French is essential
- Proven enthusiasm, confidence and Perseverance
- Ability to interact, communicate and present ideas
- Up to date knowledge of industry leading software and technologies (In Design, Illustrator, Dreamweaver, Photoshop etc)
- Highly proficient in all design aspects
- Professionalism regarding time, costs and deadlines