**JOB CODE: 093 TITLE: Graphic Designer LAST DATE:14/07/2022**

|  |  |
| --- | --- |
| No. of Posts: | 1 |
| Remuneration: | Rs. 30,000 to 35,000/- (consolidated, commensurate with experience) |
| Type: | On contract for 6 months, extendable upon mutual agreement |

**Job Description:**

* Creating graphics for museum galleries, exhibitions, educational projects
* Design books, booklets, newsletters, banners, posters, other publicity material, labels, information panels, brochures, leaflets, activity worksheets, trails, dockets, resources, social media and website posts
* Image editing
* Coordinating with printers and vendors on production
* Supervising installation of artworks

**Essential Qualification:**

* Minimum Bachelor’s Degree / Diploma in Applied Arts/ Commercial Arts/ Graphic Design/ Spatial Design/ Exhibition Design
* Advanced knowledge of design software – Adobe Creative Suite (Photoshop, Illustrator, In-Design) Corel Draw,
* Knowledge of typography in English and Devanagari
* Intermediate knowledge of video editing software such as Premier Pro, etc
* Good speaking and writing skills in English, Hindi and Marathi
* Enthusiastic, self – starter, ability to work with deadlines

**Reporting Relationships:**

* Role reports to: Assistant Curator (International Relations) & In-charge Education, Lecturer (Education), Head of Marketing & Strategy

**Needs to interact with:**

* Internal contacts (Roles and the Departments within the museum, the job holder is required to regularly interface with): Director General’s Office, Administration, Accounts, Curatorial Department, Archives, Education Department and Conservation Department
* External contacts (Government / agencies/ visitors etc., the job holder is required to regularly interface with): Consultants, Advisors, Contractors, Vendors, Printers

**APPLICATION PROCEDURE**

Interested candidates may send only CV with photograph on or before 14th July 2022 to The Assistant Director (Admin) on the above mentioned address. Kindly superscribe the envelope with the post applied for (Job Code 093 –Graphic Designer) **OR** email your CV mentioning (Job Code 093–Graphic Designer) in the Subject line on [recruitmentcsmvs@gmail.com](mailto:recruitmentcsmvs@gmail.com)

The decision of the Board of Trustees in the matter shall be final and they shall not be obliged to give any reasons for the same.