**JOB CODE:111 TITLE: Graphic Designer LAST DATE: 25/04/2023**

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| No. of Posts: | 1 |
| Gender: | Female/Male |
| Remuneration: | Rs. 30,000 to Rs. 40,000 per month (consolidated, commensurate with experience and knowledge of multiple software) |
| Type: | On contract for 3 months, extendable upon mutual agreement |

**Job Description:**

* Exhibitions, publications and publicity related graphic work
* Create and design print and digital materials
* Adhere to brand guidelines
* Prepare Designs and Graphics for books, booklets, merchandise, newsletters, banners, posters, other publicity material, labels, information panels, brochures, leaflets, activity worksheets, trails, dockets, resources, social media and website posts.
* Creating production and print ready files.
* Retouching, editing and scanning images.
* Coordinating with printers and vendors for delivery of materials and supervising installation of banners, etc
* Assist with creating and conducting art activities online during educational programs as required.
* Ensure proper and systematic digital documentations of open files and final documents are maintained for future references
* Any other task assigned by the DepartmentIn charge

**Essential Qualification & Experience:**

* Minimum Bachelor’s Degreein Fine Arts/ Applied Arts/ Commercial Arts/ Arts/ Museology
* Knowledge of design software – Adobe Photoshop, InDesign, Illustrator, Corel Draw
* Should have minimum 2 years’ experience.
* Good written and spoken knowledge of English, Hindi and Marathi
* Typing in English and Devnagari

**Desirable:**

* Knowledge of Auto CAD, SketchUp, PremierPro or other video editing software, Dreamweaver or other website design software,
* Experience of working in a museum/art gallery/ art festivals
* Attention to detail
* Strong aesthetic sense and ability to create artworks that are attractive to various audiences including children

**Reporting Relationships:**

* Role reports to: Department In-charge Education, Lecturer (Education)

**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): Partner Institutions, Resource persons, Consultants, Advisors, Contractors, Vendors

**APPLICATION PROCEDURE**

Interested candidates may send CV with photograph on or before April 25, 2023 to The Assistant Director (Admin) on the above-mentioned address. Kindly superscribe the envelope with the post applied for (Job Code 111 Graphic Designer) **OR** email your CV mentioning (Job Code 111 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.