

## **INSTITUTE OF JAMAICA**

**(An Agency of the Ministry of Culture, Gender, Entertainment and Sport)**

Applications are invited to fill the following position at the National Gallery of Jamaica (NGJ), a division of the Institute of Jamaica:

### **GRAPHIC DESIGNER/AUDIO VISUAL SPECIALIST (MCG/AVT 5)**

#### **JOB SUMMARY**

The Graphic Designer/Audio Visual Specialist is a technical specialist who implements the application media and technology in support of the curatorial and education activities of the National Gallery of Jamaica. The emphasis of the job holder's position is to provide quality expertise using computer graphic, audio and video techniques, educational media and technology in support of the Gallery's curatorial and educational activities. This includes photography, videography, poster design, catalogue and signage design and layout.

#### **MINIMUM QUALIFICATIONS/EXPERIENCE**

- Diploma from the Edna Manley College with a specialization in Graphic Arts or Bachelor of Arts with specialization in Computer Graphics.
- Certified training in conventional and digital photography is also required.
- Three (3) years' related experience

#### **REQUIRED COMPETENCIES**

- Excellent computer skills, with emphasis on computer graphics
- Excellent photographic skills, including conventional and digital forms
- Knowledge of design for the development of layouts used within exhibition catalogues and newsletter
- Knowledge of Webpage development
- Ability to work under stress
- Proficiency in the use of illustrator, Corel Draw, Coral Photo paint, Adobe Photo shop, Quark Express

Applications should be submitted no later than **Friday, April 30, 2021** to:

**Director  
Human Resource Development and Management  
Institute of Jamaica  
10-16 East Street  
KINGSTON  
Email: [personnel@instituteofjamaica.org.jm](mailto:personnel@instituteofjamaica.org.jm)**

**FAX # 922-1147**