

INSTITUTE OF JAMAICA
(An Agency of the Ministry of Culture, Gender, Entertainment & Sport)

Applications are invited to fill the following **temporary** position at **Central Administration, Development & Public Relations**, of the Institute of Jamaica.

Computer Graphic Artist (MCG/AVT 3)

Salary Range: \$873,613.00 - \$1,038,452.00

JOB SUMMARY

To provide services as Computer Graphic Artist to enhance the production of collaterals produced in house.

PERIOD OF EMPLOYMENT

October 7, 2022- November 24, 2022

KEY RESPONSIBILITIES

- Conceptualizes and designs the layouts of brochures, flyers, newsletters, signs, labels, banners, backdrops etc.
- Prints collaterals based on capacity of in house computer.
- Conceptualizes designs for Institute of Jamaica Enterprise in a variety of forms.
- Works with the Management Information Specialist in the development, design and layout of the Institute's Website and the Clearing House Mechanism Website
- Assists with mounting of exhibitions in the divisions by preparing graphs, charts, posters and scripts for exhibition
- Maintains adequate supply of equipment and materials for the graphic unit
- Provides technical advice relating to material and equipment for use
- Provides information, layout and text in print ready form

QUALIFICATION/EXPERIENCE

- Diploma in Graphic Arts from the Edna Manley College of the Visual and Performing Arts.
- Proficiency in the use of Illustrator, Corel Draw, Corel PhotoPaint, Adobe PhotoShop, Quark Express
- Three (3) years' related experience.

Applications should be submitted no later than **Monday, October 3, 2022**

THE DIRECTOR
HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT
INSTITUTE OF JAMAICA
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