

INSTITUTE OF JAMAICA

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

Applications are invited to fill the following post in 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.

REQUIRED COMPETENCIES

- Develops, designs the layout of brochures, flyers, newsletters, signs, labels, banners, backdrops etc.
- Develops and designs items for sale in the Gift Shop including T-Shirts, posters cards etc.
- Facilitates the design and layout of the Gallery's website
- Assists with the planning and mounting of exhibitions – prepares graphs, charts, posters scripts and signage for exhibition
- Liaises with the Public Relations Manager to develop designs for the purpose of public relations activities including cover designs, page layout and designs as well as general presentation of illustrations
- Designs the layout of the National Gallery of Jamaica publications including the Gallery's newsletter
- Provides technical advice relating to material and equipment for use
- Provides information, layout and text in print ready form
- Liaises with digital and lithographic printing companies to ensure the successful and timely printing of Gallery publications
- Facilitates the design, type-setting and pre-press production of Gallery publications
- Photographs art objects for registration and publications
- Organizes and maintains the Gallery's collection of photographic negatives, prints and digital images

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

Applications should be submitted no later than **Friday, March 16, 2023** to:

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