



All One in **Christ Jesus**

Role Statement

Role Title	Graphic Designer (Casual)
Reports To	Event Director
Direct Reports	None
Primary Objectives of the Role	The role of the Graphic Designer is to produce visually compelling graphic content in line with KCC (and/or convention) branding guidelines, for a range of print, web and other mediums. This will work in line with the marketing and social media strategies for KCC, as well as theming for upcoming conventions.
Job Context	<p>Katoomba Christian Convention (KCC) is an interdenominational, non-profit preaching conference ministry, and currently operates 6-7 conventions annually. KCC owns and operates a 10ha conference centre in Katoomba, NSW. It operates many of its conventions from there and from other Sydney venues.</p> <p>The Graphic Designer will work closely with the team (Graphic Designer, Event Coordinators, Social Media and Content Marketing Coordinator, and the Conventions & Admin Manager) to manage tasks and ensure that all work is completed in the required timeframes.</p>
Scope of Role	<p>The role will be responsible for (but not limited to):</p> <ul style="list-style-type: none">• Manipulation of existing concept artwork to produce print & digital graphic material for use across websites, all social media channels, the KCC app, print, convention needs and other advertising• Special project execution from concept to final art, as required (e.g. annual review, donor communications)• Website builds and updates• App (UI) design and updates• Branding and other concepts, as required• Video editing, as required• Ensuring style coherence across materials and alignment with style guides and overall KCC values• Ensuring the highest standard of visual brand representation of both KCC and individual conventions



ABN 86 000 153 560

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Web kcc.org.au

Head Office
PO Box 156
Burwood NSW 1805

StayKCC
119 Cliff Drive
Katoomba NSW 2780



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	<ul style="list-style-type: none">Identifying areas of improvement and development for KCC and conventions
Key Relationships	Internal: <ul style="list-style-type: none">Event Manager/CoordinatorsEvent DirectorGraphic DesignerSocial Media & Content Marketing Coordinator External: <ul style="list-style-type: none">Suppliers as required
Key Result Areas	<ol style="list-style-type: none">Delivery of projects and materials to deadlinesExcellent communications content and internal client satisfactionAlignment with branding and style guides
Skills	Essential: <ul style="list-style-type: none">Strong competency working with Adobe Creative Suite (primarily Indesign, Illustrator and Photoshop)Proven ability to meet creative objectives and work efficiently to deadlinesProven ability to follow briefs and brand/style guidesKnowledge and experience of social media platforms and associated principlesCreativity in visual problem solving and interpretationExcellent time management skills and can-do attitudeProven ability to work independently and collaboratively as a team member Highly Desirable: <ul style="list-style-type: none">Competency working with the Affinity SuiteStrong competency working with website templates to build and update websitesCompetency in video editing software (e.g. Adobe Premier, Final Cut Pro)
Personal Attributes	Essential: <ul style="list-style-type: none">An evangelical Christian committed personally and professionally to the authority of the Bible as ScriptureActive contributing member of a Bible-based local churchMust agree with KCC Statement of Faith and Code of Conduct



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	<ul style="list-style-type: none">• The ability to relate to people across the Christian denominational spectrum• Committed to a high standard of Christian personal integrity in workplace relationships• Calm under pressure• Stamina• Self-motivated <p>Highly Desirable:</p> <ul style="list-style-type: none">• Attendance of KCC events and ability to testify to the benefits in your life
Hours of Duty	<ul style="list-style-type: none">• This is a casual role based in the KCC Burwood office• Regular hours of work will be between 9:00am to 5:30pm

Employee Name:	
Employee Signature:	
Date:	

Manager Name:	
Manager Signature:	
Date:	