

## Graduate Graphic Designer

DesignInc is an association of independent Architectural practices with studios in Adelaide, Brisbane, Darwin, Melbourne, Perth, and Sydney. Our mission is to make a positive difference in every environment we shape. We believe that design is a journey to be shared, so collaboration is at the core of everything we do.

The Adelaide studio seeks a motivated graphics/communications graduate to join our communications and support team. Working closely with the Bids + Brand Lead, you will play a pivotal role in our studio's communications and business development efforts. If you possess a genuine passion for graphics and communication, a keen interest in the architecture and interior design industry, and an eagerness to broaden your early career experience under the guidance of experienced mentors, we want to hear from you!

### The Position

Your key responsibilities will include:

- Assist with production of tender submissions and award entries
- Assist with production of branded studio communications
- Assist with production of social media and website content
- Assist with project photography bookings when needed
- Assist with writing and editing content for social media and website updates
- Prepare internal and external presentations and event communications
- Prepare written content for CVs, project sheets and capability statements
- Maintain database of content for tenders and communications
- Provide general graphics, bid and communications support to the studio
- Provide backup support to the Studio Manager with the day-to-day operations of the business
- Prepare wayfinding, environmental graphics and signage packages for architecture and interior design projects when required
- Provide support to the Bids + Branding Lead as required

### Your Skills + Experience

- Tertiary qualification in graphics, communications or relevant field
- Previous industry experience would be beneficial but is not essential
- Excellent written communication skills with high attention to detail to accurately prepare and review content
- Strong visual communication skills, with attention to detail
- Strong organisational and time management skills
- Self-motivated, able to multitask and work under pressure
- Thrive in a fast-paced environment where you will be juggling priorities and critical deadlines
- A willingness to learn, understand new trends, innovate, and bring a positive attitude to work
- A strong team mentality as well as the ability to work autonomously
- Experience in the following platforms is desirable: Adobe CC, WordPress, Microsoft Office Suite, Instagram and LinkedIn

### The Opportunity

The ideal candidate will demonstrate a growth mindset, adeptness at managing multiple priorities, and a commitment to workplace confidentiality.

This full-time position is based in our CBD office, with compensation according to experience and in compliance with the relevant Awards and Fair Work Act.

### The Team

More than an architectural practice, DesignInc embodies a holistic approach to buildings and the environment that puts people and sustainability at the centre of everything we do. At DesignInc Adelaide, we foster a collaborative culture that encourages personal and professional growth, supported by:

- An award-winning studio design promoting collaboration
- Access to an Employee Assistance Program (EAP)
- Professional development through Continuing Professional Development (CPD)
- Mentoring and Leadership Programs to support personal and professional growth
- Regular Social Events; team events and work functions.

DesignInc actively encourages applications from Aboriginal and Torres Strait Islanders, reinforcing our commitment to diversity and inclusion in the architectural industry.

### **How to Apply**

Please send your application, with a cover letter and CV to [reception@adelaide.designinc.com.au](mailto:reception@adelaide.designinc.com.au)