

Designer**Black Inc.**

Part-Time/Full-Time (by negotiation)

Location: Level 1, 221 Drummond Street, Carlton VIC 3052

Reports to: Hanako Smith (Head of Production), Caitlin Yates (Publishing Director),
Morry Schwartz (Chair)

Reporting to the Head of Production, this role supports the editorial, production and marketing teams with cover, text design, typesetting and advertising and marketing design duties. The designer works across all imprints including Black Inc., Nero, Quarterly Essay and Australian Foreign Affairs.

The perfect candidate will be a swift and accurate typesetter.

Main duties

- Page design and typesetting on a range of book projects
- Picture section design and layout
- Design of print and online ads, as well as other marketing material such as samplers, education materials, banners, bags, flyers and brochures
- Preparation of final print files for ebook conversion
- Print-on-demand file preparation (resizing/reworking covers, colour-grading)
- Occasional cover design on select book projects

Qualifications and/or experience required:

- Experience and knowledge of design software (InDesign, Illustrator, Photoshop & Acrobat)
- Excellent time management and prioritisation skills
- Effective verbal and written communication skills
- Ability to build strong working relationships with internal stakeholders