

Design and Publish (DTP) Operator

ABOUT SEEDS

SEEDS is a not-for-profit organisation that helps make communities resilient through comprehensive interventions in the areas of disaster readiness, response and rehabilitation. Since 1994, the organisation has worked extensively on every major disaster in the Indian subcontinent, integrating locally-based approaches to build the long-term resilience of the communities it serves. As SEEDS looks at completing 25 years of outstanding service to humanity, it is re-anchoring its approach to building resilience through innovation.

LOCATION: DELHI

REPORTING: She/he shall report to the Director Design

PROFILE OF THE POSITION

- Produces creative layouts and design for deliverables requiring conceptualization of ideas in preparation of original art for print or electronic documents.
- Maintains design skills and a broad knowledge of current design and production techniques.
- Offers conceptual design and production solutions.
- Manages routine design projects from concept through production, effectively prioritizes work, and balances multiple priorities simultaneously to meet deadlines.
- Works effectively in a team environment.

TASKS AND RESPONSIBILITIES

Implement SEEDS's branding policy:

- Ensure that all publications, reports and products are produced in line with SEEDS graphic guidelines;
- Implement the graphic guidelines in all SEEDS communication products;
- Deliver creative and innovative ideas for print, electronic, web-based and animated presentations.

Design, lay-out and production support:

- Design of reports and other communication materials for printing and electronic distribution;
- Design collaterals for events
- Improve and edit art-work, photos, charts and other graphic elements;
- Layout and design information and communication materials (banners, posters, booklets, leaflets, books, calendars, bulletins, flyers, cards)
- Be able to handle English and Hindi language in design and layouting
- Create animations for illustrative purposes such as animations, presentations and more advanced solutions (design of CD/DVD packaging, graphic digitalization);
- Custom photo editing (restoration, noise reduction, tonal adjustment)
- Deliver creative graphic and technical solutions for use of new media (virtual 3D words/boxes, postcards)
- Manage vendors for printing, fabrication, sampling and events

QUALIFICATION AND EXPERTISE

- Candidate should be diploma in Graphic/DTP with 2 - 3 yrs. of relevant experience;
- Strong practical background in graphic design, including the use of design software such as Adobe Photoshop, In-Design, Illustrator, CorelDraw; web design tools such as Dreamweaver and Flash; Video editing tools such as audition and premiere etc. 3D/auto cad software will be desirable;
- Show a clear and mature style of design, demonstrating an understanding of the communication requirements;
- Proven experience of graphic production from start to published/printed product with knowledge of printing processes (offset and digital) and colour management;
- Good understanding of new and evolving technologies and digital platforms;
- Knowledge of standard software packages, including MS Office–MS PowerPoint –Adobe Acrobat;
- Working experience in development or humanitarian environment is desirable

Individuals should provide the following:

- CV
- Copy of catalogue or samples of the design work

Contract duration

2 years (renewable)

How to Apply:

Candidates with a passion to work in the humanitarian sector and have the above qualifications and skills may apply to varghese@seedsindia.org with the subject “ Design and Publish (DTP) Operator ” mentioning the current and expected salary . Women candidates are encouraged to apply, Visit us at www.seedsindia.org.