

# Graphic Designer

## Position Description and Requirements

The graphic designer will create various materials for the "Art in Book Form" Festival 2024, including social media posts, website visuals, and print materials. They will collaborate with the creative team, receive briefs from marketing and content managers, and provide regular reports to Festival Coordinator.

The Graphic Designer will collaborate with the creative team to create visual materials for the "Art in Book Form" Festival 2024, transforming conceptual ideas into visual representations.

### Responsibilities

- Attending to Focus Meetings together with Marketing and Content Manager, Art Director, Copywriter and Festival Coordinator.
- Designing the festival materials (posters, flyers, printed materials, press visual materials, email invitations, social media posts, website graphics etc.) and create festival's conceptual design.
- Designing AIBF 2024 poster or designing in collaboration with the poster competition's winner.
- Designing the festival and exhibition's booklet/brochure for both digital and printed formats.
- During the festival and exhibition, turning instant contents (photography, announcements, texts..) into social media post formats & handing these in to Content Manager.
- Preferably managing the printing process of the festival print materials with the Festival Coordinators.

### Will Report to:

Festival Coordinator.

### Will Work With:

Marketing & Content Manager, and Copywriter.  
Collaborating occasionally with the Exhibition Designer and Curators.

### Who is a Fit For this Position?

This position is suitable for individuals with event planning and organization experience, particularly those with an arts and creativity background, as their interests and hobbies are crucial for the Assistant's success.

### Working Hours

The **izole volunteering system** presents a collaboration practice that supports the volunteers of the community while receiving their professional knowledge and skills. Team members that work pro-bono receive project based, personal or long-term creative supports from the izole community. The volunteering agreement starts with a mutual professional service exchange where the izole team's network, collaborators, opportunities and community can provide further for the volunteer team members. The volunteer members decide on the hours they are willing to contribute and the tasks are organized accordingly with the coordinators.

### During the Festival Preparation:

Preparations for the pre-launching requirements (festival identity, festival materials, social media, mailing etc.)

### Preferred timeline:

- 3 hours a week
- 1 hours of General Management Focus Meeting
- 0.5 hours Festival Coordinator(s) Meeting

### Close to the Festival:

Preparations of print material to be displayed at Barın Han during the festival, schedules, departments' text based or visual needs etc.

### During the Festival:

working closely with the Content Manager and photographer to prepare posts on social media

### After the Festival:

This period can be a remote collaboration period that will take 2-3 days

- According to the availability of the Graphic Designer, approximately 2-3 hours per day following days of the festival (post-festival social media and online visual materials of the festival)



### Here are some musts:

- Efficient in using design programmes such as Adobe Illustrator, Photoshop and Indesign.
- Is using and experienced with google gadgets, and able to use Google Drive tools
- Interested in working in a creative and collective environment.
- Capable of presenting an example work that showcases their skills, style, design preferences, and problem-solving abilities.
- Fluent in written and spoken English.
- Is eligible to design brand identity, creative design, event material design and print design.
- Values diversity, human rights, artist rights and environmental matters.

### Here are some good to have:

- Studied or completed sufficiency programme in the field of Visual Arts / Design and has former experience in Graphic Design.
- Has graphic design, visual communication or design degree.
- Having a graphic design portfolio and former experience in creating brand identities, poster, event and visual communication design.
- Prior experience with an art institution, creative initiative, gallery or a festival.

### Type of the Position

This position can be applied for the positions below with a both remote and on-spot possibility depending on the location and travel restrictions of the applicant.

**Short and long term internship:** with an internship certification of Graphic Designer in the Arts and Cultural Festival Management Team

**Volunteership:** within the izole volunteership model.

*\*disclaimer: on the on-site days of collaboration, the in city transportation and basic needs of the team will be provided by the izole organisation through the festival period.*

### What izole offers

- Gaining insightful experience on assisting and managing a team of 5-10 people.
- Designing excessive identity, event and print material for an international arts and creativity festival.
- Legally entitled to included the designed creatives provided to the designer's personal portfolio.
- Volunteer or internship certification after the collaboration that indicated management and organisation of the International Arts and Cultural Festival of izole Foundation
- Working with a historical organisation such as Barın Han
- Having great networking opportunities during, after and preparation of the festival.
- Further design collaborations and a possible long term graphic design position in the izole.
- Mentoring and consulting opportunities for your personal and professional projects during and after the collaboration.

