

## Full-Time Production and Graphic Designer

### Overall Objective:

- To provide graphic design, press, web, image, and general support to staff, ensuring general maintenance of gallery space and to maintain a welcoming atmosphere to visitors.

### Responsibilities:

- Scheduling and designing promotional materials for the gallery. This includes exhibition catalogues, newsletters, booth renderings for fairs, exhibition floor plan, invites, press releases, certificates of authenticity, price list, caption list, offer list, etc.
- Update mailing list with contact info of visitors to the gallery and booths.
- General staff assistance during exhibitions and fairs.
- All other duties, not limited to the above, in assisting and organising production needs such as framing, printing, painting and other special requirements as well as gallery general operations.

### Requirements:

- Former experience in the Contemporary Art Industry or related industry.
- Proactive approach towards the gallery's programme and a passion to learn more about the artists
- Strong proficiency in Adobe Photoshop, Illustrator, InDesign and general IT
- Strong organisational skills and the ability to multitask several projects within a tight deadline
- Ability to work independently and with the rest of the team
- Fluent in English. Knowledge of Arabic, Farsi and French are desirable but not required
- Excellent project management skills, including the ability to simultaneously manage a variety of tasks/projects, set priorities, and meet deadlines
- Strong organisational skills and the ability to manage multiple projects within tight deadlines

If you wish to apply, please email your cv to [info@ivde.net](mailto:info@ivde.net). Only shortlisted candidates will be contacted.