



<b>Job title</b>	<b>Graphic Designer</b>		
<b>Team</b>	Comms and Marketing	<b>Terms of Engagement</b>	Individual Employment Agreement. Permanent, full-time
<b>Reports to</b>	Comms and Marketing Manager	<b>Hours of Work</b>	40 hours per week
<b>Date</b>	October 2021		

<b>Purpose of the Role</b>	To fulfil design briefs to required standard, within budget and on time.
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<b>The Court</b>	<p>Hidden in Christchurch’s suburb of Addington is New Zealand’s largest theatre company. In its post-earthquake refuge “The Shed” - an old grain shed – is a magical world of happiness, laughter, drama and intrigue.</p> <p>Inside the walls of “The Shed” is a diverse and dynamic company of 60 permanent staff plus hundreds of artists and artisans who produce 19 productions each year. Over 150,000 ticket buyers enter The Court each year to feast on the varied offering of theatrical works, all created and produced on-site.</p> <p>The Court has matched the ever-diversifying Christchurch population and creates and supports work for everyone in our community including children and families, for the Tangata Whenua and for Christchurch’s growing Pasifika communities. We have a strong education programme and we support new writing for theatre.</p> <p>The Court Theatre is your theatre. Whoever you are. Come and be part of our team.</p>
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<b>Our People</b>	Our people are resilient and flexible learners who are highly skilled team players
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<b>Our Vision &amp; Values</b>	<p><b><u>The Court Theatre’s Vision</u></b> – The Court Theatre is your theatre, whoever you are.</p> <p><b><u>The Court’s Artistic Vision</u></b> – To provoke stirring reactions through great theatre experiences that question and celebrate our humanity.</p> <p><b><u>Māiatanga – Courageous:</u></b> We work fiercely and bravely, knowing that reward requires risk. We are not afraid to push into the unknown</p> <p><b><u>Manaakitanga – Welcoming:</u></b> We make all who come to The Court welcome. The Court is an inclusive place to gather. We are respectful</p>
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	<p><b><u>Whanaungatanga – Belonging:</u></b> We are whanau. We celebrate diversity. We share experiences</p> <p><b><u>Kotahitanga – One Team:</u></b> We work together as one team for The Court</p>
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<b>Key Responsibilities</b>
<ul style="list-style-type: none"> <li>• Work within the Communications and Marketing team to support cohesive and creative representations of our brand and productions.</li> <li>• Deliver high-level creative and artwork using Adobe Creative Suite/Cloud (with a focus on InDesign, Photoshop and Illustrator).</li> <li>• Ensure designs conform to The Court’s corporate style and all third-party licencing requirements.</li> <li>• Contribute promotional, ideas and creative requirements (e.g. regarding photoshoots)</li> <li>• Create and enhance design work ranging from advertisements (print and digital) through to full concept and creative design of publications such as show programmes.</li> <li>• Liaise as required with internal (e.g. set or lighting designers) and external suppliers (e.g. photographers, printers, media, etc)</li> <li>• Work to assist the Comms and Marketing Manager in all aspects of the department as requested.</li> <li>• Abide by all policies and procedures of The Court Theatre and ensure that these are adhered to.</li> <li>• Ensure adherence to the Health and Safety at Work Act 2015.</li> <li>• Any other duties as required by the Comms and Marketing Manager and/or Chief Executive.</li> </ul>

<b>Core Competencies</b>	
Applying expertise and technology	<ul style="list-style-type: none"> <li>• Applying technical expertise</li> <li>• Building technical expertise</li> <li>• Sharing expertise</li> <li>• Using technology resources</li> <li>• Demonstrating physical and manual skills</li> <li>• Demonstrating cross-functional awareness</li> <li>• Demonstrating spatial awareness</li> </ul>
Creating and conceptualising	<ul style="list-style-type: none"> <li>• Learning quickly</li> <li>• Gathering information</li> <li>• Thinking quickly</li> <li>• Encouraging and supporting organisational learning</li> <li>• Managing knowledge</li> </ul>
Following instructions and procedures	<ul style="list-style-type: none"> <li>• Following directions</li> <li>• Following procedures</li> <li>• Time keeping and attending</li> <li>• Demonstrating commitment</li> <li>• Showing awareness of safety issues</li> </ul>

	<ul style="list-style-type: none"> <li>• Complying with legal obligations</li> </ul>
Coping with pressure and setbacks	<ul style="list-style-type: none"> <li>• Coping with pressure</li> <li>• Showing emotional self-control</li> <li>• Balancing work and personal life</li> <li>• Maintaining a positive outlook</li> <li>• Handling criticism</li> </ul>

**Person Specs:**

Take initiative

Think creatively

Sense of humour

Comfortable in working in shared spaces, literally and figuratively

Photography and videography/editing experience is a benefit to assist in creation of online material, YouTube videos and animated advertisements.