**Digital and upcoming**

* **Industry:** Graphic Design
* **Target employee:** Women
* **Tone of voice:** Informal

**How to use this template:**

* Areas highlighted in **red** are customisable fields – enter the finer details of your available position or choose the suggested options that best represent your specific needs.
* Remember that including examples of who you are and what you do in the form of video links, images or links to online workplace policies/ samples of your work is an effective and valuable way to personalise your business and attract the candidate you wish to employ.
* **Refer to our Best Practice Job Ad Tips for** [**specific advice here**](https://skillsroad.com.au/content/dam/nswbc/skillsroad/employer-pages/employer-job-ad-templates/best-practice-tips-attracting-women-to-your-business.pdf)**.**

**Position available: ENTER POSITION HERE**

**COMPANY DESCRIPTION**

Whether it’s basic, colourful, fun, wacky or formal: good graphic design should always communicate a specific message or idea to whoever is interacting with it. Does this statement sound like something you can get behind? Then it’s time to bring your creativity and visual storytelling skills to add some extra oomph to our team!

[Insert business name here] is a family oriented/ up-and-coming/ passionate/ well-established/ company with more than 15 years’ worth of Graphic Design experience in the [insert area] community. We’re a bunch of creatives who love to make beautiful things: but we always keep our clients’ end goals in mind while doing so. We deliver quality work, be it to a specific brief or in response to a carte blanche call for inspiration!

You’ll become a key part of our team, working on a variety of projects such as [insert details here].

We believe in the value of an empowered team that feels safe to grow creatively and always keep improving their skills, so we aim to create a culture where all our people can flourish and reach their career goals. We’d love you to join us and discover the wonders of a career in graphic design.

We’re proud of the following projects/ achievements/ awards:

* Insert any projects or awards here

This is an entry-level apprentice/trainee role based in [insert area here].

[ADD A COMPANY VIDEO OR VISUALS HERE, ESPECIALLY THOSE THAT FEATURE THE TYPES OF EMPLOYEE YOU ARE TARGETING, OR LINKS TO PRESS/ COMPANY POLICIES YOU’D LIKE TO DISPLAY]

Ready for an exciting and rewarding career opportunity? Let’s get to it!

**ROLE SUMMARY**

We’re looking for an entry-level apprentice in Graphic Design to:

* Develop, design and coordinate on [project details here]
* Provide input on projects
* Identify issues and communicate them clearly to your team members
* Provide professional and high-quality service to our clients
* Communicate with customers and clients in a friendly, clear way
* Follow a design process
* Explore the use of colour
* Explore and apply the creative design process to 2D forms
* Explore and apply the creative design process to 3D forms
* Source and apply design industry knowledge
* Contribute to health and safety of self and others
* Produce drawings to communicate ideas
* Implement copyright arrangements
* Maintain interactive content
* Prepare video assets
* Author interactive sequences
* Create visual design components

**ABOUT YOU**

You’re creative and get inspired easily, whether by an interesting shape, a soft texture or a colour that pops. You enjoy coming up with ideas – but you’re also keen on helping them take shape. You understand that storytelling is important and that it comes in many shapes and forms.

While each member of our team is hand-picked for their personal attributes and how their skills complement those of their co-workers, we’re not afraid to think outside the box if a potential team member has skills that can help us grow in a new direction. We are willing to be flexible and work with you in the areas you need support.

If you’d like to discover more about this role even if you don’t tick all the boxes below, please apply.

**ESSENTIAL SKILLS**

We need you to:

* Commit to a Graphic Design apprenticeship/traineeship
* Be motivated to learn
* Interact effectively and provide feedback during meetings with team members
* Be good at communicating with different types of clients
* Be able to interpret and work to different kinds of briefs and visual approaches
* Be adaptable in your creative approach when needed
* Be safety conscious
* Be reliable
* Be able to think creatively
* Be calm and organised under pressure
* Have a Certificate in xxx
* Have a Diploma in xxx
* Have access to a reliable source of transport
* Have a valid Australian Working Visa

**DESIRED SKILLS**

We’d like you to:

* Love learning
* Enjoy brainstorming solutions to interesting creative puzzles and challenges
* Have a positive attitude
* Manage your time well
* Have basic admin skills
* Be able to work without supervision
* Be interested in your work
* Be adaptable
* Be motivated to learn
* Be growth-oriented
* Be self-motivated
* Be honest and hardworking
* Be keen to complete an apprenticeship/ traineeship

**BENEFITS**

A great team is what makes [insert business name] tick. We know that your creativity and passion adds value to our business, which is why we offer a range of perks to help you flourish:

* Support for career growth and development through mentorship and structured training opportunities
* Bring your dog/pet to work day!
* Free office fruit and hot beverages on tap
* Access to the latest hardware and tech needed for effective graphic design processes
* Flexible working options: work/life balance is important!
* An industry-leading wage package including superannuation, annual leave, sick leave and carer’s leave
* Maternity/ paternity leave
* A safe, supportive environment
* Access to company transport vehicle and/or tools
* Sick Leave
* Annual Leave
* Carer’s Leave
* Mentorship and coaching opportunities
* Work from home, depending on role and needs
* Easy access to public transport hubs, including [insert details here]
* A culturally diverse workplace – we celebrate difference
* Access to day-care/childcare facilities

**INTERNAL CULTURE**

At [insert business name here, we value our diverse team and want them to feel supported and safe to flourish in their work. That is why we actively work towards:

* Pay equity
* A sustainable, green workplace, because we care about our people and our planet
* Giving back to the community by supporting causes / charities such as xxxx.
* Empowering women by [insert details here]
* Empowering Indigenous Australians by [insert details here]
* Following ethical business practices such as [insert details here]

We do not tolerate any discrimination, harassment or bullying on the grounds of gender, sexual orientation, language, race, colour, age, cultural background, religion or physical or mental disability. Our workplace is a respectful, supportive environment for all team members.

We are open and transparent about who we are and encourage discussion on issues that affect our employees. When you become part of our team, you become part of our family.

Feel like this might be the beginning of a wonderful career relationship? Send your resumé and cover letter to xxxx by close of business on xxxx.