



POSITION: Senior Graphic Designer

ABOUT US

Wellington College China is a partner of Wellington College in England. It has three schools in Shanghai, all close to each other, not far from the heart of this exciting, international city. Our schools provide an outstanding education for more than 5,000 local and international children aged between 2 and 18 years old. Wellington College China are also winners of HR Asia Best Employers to work for Award, 2020.

Huili School Shanghai is Wellington's bilingual school for Chinese students, which opened in August 2016. There are now more than 1,200 pupils in Huili nursery (Early Years 1-4) and Huili School (grades 1 to 9) and this August saw the opening of our state-of-the-art high school building and the start of IGCSE courses. Over the next three years, the school is expected to grow by more than 100 pupils per year and will be offering the IBDP.

Huili School combines Wellington's holistic British approach to educating the whole child, with the enduring strengths of the Chinese curriculum and focus on learning. We talk about giving our pupils the best of both worlds. Half of our lessons are in English and half in Chinese. Half of our teachers are English-speakers and half are Chinese. It is our desire to imbue every pupil with our five core values: courage, integrity, respect, kindness, and responsibility. We encourage and expect our Chinese pupils to develop the Wellington identity: to be inspired, intellectual, independent, individual, and inclusive.

Huili School Shanghai provides pupils access to an education rooted in the traditional values and the progressive approach to learning synonymous with Wellington College. The vision is to inspire pupils to become intellectual, independent, individual and inclusive; our Huili identity. This will be based on a model that establishes a strong understanding of the rich and deep heritage and culture of China and being Chinese, while also establishes the values, aptitudes and knowledge needed to be an effective global citizen. We aim to prepare pupils for success during and after life at the school.

Within a culture of shared vision, mutual respect, connection and belonging, open communication and inclusive practice, the teacher will form an integral part of a close team who aspire to continually develop and evolve in their personal and professional development.

Wellington College China Schools are committed to safeguarding and promoting the welfare of children. Assessment and testing of applicants' suitability to work with children is an integral part of the selection process.

Basic Information			
JOB TITLE	Senior Graphic Designer	DEPARTMENT	Non-academic
LOCATION	Huili School Shanghai	POSITION	Full-time
SUPERVISOR	Director of Marketing and Admissions		
ANNUAL LEAVE	20 days		
OBJECTIVES	The role of this post is to lead on all matters concerning design work and provide support to Huili Shanghai and their marketing operations.		

KEY RESPONSIBILITIES:

1. Design

- Provide creative support and services to all functional departments of Huili School and Huili Nursery
- Take direction from written or spoken ideas and convert them seamlessly into images, layouts and other designs.
- Design all branded offline and online materials, including but not limited advertising, billboard, poster, hanger, standee, campus beautification, signage, prospectus, booklets, flyers, tri- folders, merchandising, business cards, letter head, PPT template, admissions suite, parent handbook, employee handbook and event materials, newsletters for Huili Shanghai and Central Office
- Design the website and the social media accounts to be more interactive and captivating
- Ensure that design and creative projects are delivered on time and to budget
- Assist internal teams with ensuring brand consistency in all kinds of materials and communications in line with Wellington College China brand VI guideline
- Coordinate and negotiate with outside vendors, printers, etc for quality control over design outputs and production of materials
- Need to develop design initiatives, including leading on the brands' VI assets development and innovation, the school wise design proposal along with the school development or annual focus need.

2. Photography and videography support

- Support with photography and videography requests when needed
- Any other duties which may be required from time to time as directed by the Director or wider team.

JOB QUALIFICATIONS

BASIC QUALIFICATION	Education	Bachelor's degree or above
	Major	Design
	Language	Fluent written and spoken English
EXPERIENCE	Working Experience	A minimum of 5 years working experience in the field of design
EXPERTISE	<ul style="list-style-type: none">• Bachelor's degree in Graphic Design with proven design experience• Exceptional creativity and innovation skills• Highly proficient in industry leading software (Adobe and Microsoft), technologies and production• A strong working knowledge of production processes and vendor relationships• Excellent communication and problem-solving skills• Skills of accuracy and attention to detail• Time management and organisational skills/able to meet deadlines• The ability and desire to stay up-to-date with commercial design/graphics trends and implement these in daily work• The project management skills to independently lead and follow through design-focused projects	

Candidates will be expected to provide a design portfolio for review