

## Position Description – Desktop Publisher

### Reporting Lines

**Reports to:** Senior Manager, International Business Development

**Works closely with:** Marketing and Communications Manager, Business Development team, Domain Name Registry Services Team.

**Direct Reports:** No direct reports

The Desktop Publisher provides internal document production, graphic design and proof reading to ensure internal and external documentation is presented in a dynamic and consistent manner. The Desktop Publisher will be responsible for:

- Document/presentation design;
- Document/presentation production and delivery;
- Proof reading and word processing;
- HTML email template formatting;
- Basic graphic design requirements; and
- Consistency across all internal and external documents.

### Key Areas of Responsibility

The following are general areas of responsibility for the Desktop Publisher. From time to time these areas may vary and additional responsibilities may be added.

#### Document/Presentation Template Design

The Desktop Publisher will:

- Design and implement various AusRegistry Group document and presentation templates for internal and external use inclusive of layout and style guidelines;
- Create a consistent look and feel for all document graphic assets (i.e. diagrams); and
- Ensure document look and feel remains consistent with established style guidelines at all times.

#### Document/Presentation Production and Delivery

The Desktop Publisher will:

- Layout and Typeset AusRegistry Group documentation within Microsoft Office /Adobe Creative Suite for the Business Development, Marketing and Domain Name Registry Services team;
- Prepare internal and external PowerPoint presentations; and
- Manage document production and delivery in line within workflow and deadlines provided.

## **Proof Reading and Word Processing**

The Desktop Publisher will:

- Proof read all documentation for the Business Development, Marketing and Domain Name Registry Services Team; and
- Word process and format Microsoft Office documents as required.

## **HTML Email Template Formatting**

The Desktop Publisher will:

- Typeset and Format HTML email communications within a pre-defined creative template; and
- Test and prepare HTML email communications for distribution

## **Graphic Design**

The Desktop Publisher will:

- Be responsible for basic graphic design requirements including the creation of flow charts, diagrams and other document assets; and
- Be involved in the execution of print creative based on pre-determined creative direction.

## **Key Skills, Experience and Knowledge**

- At least three years experience working within a professional graphic design or publishing capacity;
- Excellent knowledge of Adobe Illustrator, InDesign, Photoshop and Acrobat;
- Excellent knowledge of Microsoft Word and PowerPoint;
- Intermediate knowledge of HTML coding;
- Knowledge and experience of Graphic Design principles;
- Ability to work quickly;
- Proven ability to interpret and apply task briefs and work to deadline;
- Demonstrated ability to prioritise work and to work independently;
- Excellent communication and interpersonal skills; and
- A tertiary qualification in Graphic Design will be viewed positively.