



DESIGN EXECUTIVE

Department: Sales & Marketing
Reporting to: Brand Marketing & PR Manager

ROLE OVERVIEW

The Design Executive works within the marketing team reporting to the Brand Marketing & PR Manager and is responsible for the creation of content and collateral to support sales, marketing and operational activities. This role will initially require 16 hours a week.

DUTIES & RESPONSIBILITIES

- CONTENT & COLLATERAL
 - Produce effective collateral from concept to final product, having initiative for the creation, design and layout decisions.
 - Produce design options and set up artwork as instructed for ad hoc projects such as stationery, branded goods, one-off advertisements, display materials, menus, brochures and sales flyers.
 - Produce digital design collateral for digital display campaigns, the resort's website and other digital media.
 - Save files for print.
- ADMINISTRATION
 - Maintain the marketing filing in good order.
 - Maintain the image library and ensure up-to-date images are used in all print and digital media.

PROFESSIONAL ATTRIBUTES, SKILLS & EXPERIENCE

- Establish and maintain good working relationships with other departments.
- Proven design experience.
- Display initiative, an eye for detail and effective research skills.
- Able to work under pressure to short deadlines.
- Computer skills with proficient use of MS Office applications.
- Proficiency in the use of InDesign, Photoshop, Illustrator and Acrobat.
- Knowledge of the different options for storage, filing and sending of graphic files.
- Experience of photography and video editing is an advantage.



REMUNERATION

You will receive a highly competitive salary, together with employee benefits such as meals on duty, discounted health club membership, friends & family room rates, incremental holiday entitlement, and a commitment to your ongoing development.

HOW TO APPLY

Please send a copy of your CV and covering letter detailing your suitability for the role to james@stmichaelsresort.com. Please put the job role in the subject line and indicate your current salary and notice period in your application. Due to the large number of applications normally received, regretfully we are only able to reply to candidates who have been shortlisted.