

**POSITION:** Executive - Graphic Designer and Film Maker

**NO. OF POSITIONS:** 1

**LOCATION:** Kurla, Mumbai

**DESCRIPTION:**

Bright Future is seeking to hire an Executive – Graphic Designer and Film Maker to assist the Communications manager in capturing the impact of the organization for all internal and external communications in the form of designs and videos.

**RESPONSIBILITIES:**

- To create/collate/curate videos to be used for promotional purposes so as to showcase the impact of the organization (writing scripts, interviewing the beneficiaries and stakeholders)
- To design various collaterals (center exhibits, brochures, annual reports etc.) required for the organization and keep them updated.
- To capture, edit and process the photographs depicting the impact of Bright Future
- To assist in promoting the brand of Bright Future and ensuring that the guidelines are followed by the team
- Photo and Video documentation of activities, events and training programs for social media and donor communication

**COMPENSATION:**

Best in the industry

**REQUIRED QUALIFICATIONS AND EXPERIENCE:**

**Qualifications:** Any Bachelor degree

**Years of Experience:** 2 years of experience working in a similar marketing role preferably in the development sector.

**REQUIRED KNOWLEDGE:**

- Standard Marketing and branding concepts
- Colour theory for designing
- Design / Aesthetic sense
- Current trends of designs and videos

### REQUIRED SKILLS:

- Proficient with the designing software – Corel draw, Illustrator, Photoshop, InDesign
- Proficient with the video editing software like Adobe Premier, Sony Vegas Pro
- Photography and videography
- Good command over the following languages – English, Hindi and Marathi
- Good interviewing and research skills
- Proficient with MS Office