

**'DesignInc are dedicated to creating people-centric environments from the large scale to the small.'**



## Graphics / Communications Graduate

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DesignInc is an association of independent Architectural practices with studios in Adelaide, Brisbane, Melbourne, Perth, and Sydney. Collectively, our mission is to make a positive difference in every environment we shape. We believe that design is a journey to be shared, so collaboration is at the core of everything we do. The Adelaide studio is currently seeking a motivated graphics/communications graduate to join our communications and support team.

Working closely with the Bids + Brand Lead, you will play a pivotal role in our studio's communications and business development efforts. If you possess a genuine passion for graphics and communication, a keen interest in the architecture and interior design industry, and an eagerness to broaden your early-career experience under the guidance of experienced mentors, we want to hear from you!

### The Role

Your key responsibilities will include:

- Assist with production of tender submissions and award entries
- Assist with production of branded studio communications
- Assist with production of social media and website content when needed
- Assist with project photography bookings when needed
- Prepare internal and external presentations and event communications
- Prepare written content for CVs, project sheets and capability statements
- Maintain database of content for tenders and communications
- Provide general graphics, bid and communications support to the studio
- Provide backup support to the Studio Manager with the day-to-day operations of the business

### Your Skills + Experience

- Tertiary qualification in graphics, communications or relevant field
- Previous industry experience would be beneficial but is not essential
- Excellent written communication skills with high attention to detail, to accurately prepare and review content
- Strong visual communication skills, with attention to detail
- Strong organisational and time management skills
- Self-motivated, able to multitask and work under pressure
- Thrive in a fast-paced environment where you will be juggling priorities and critical deadlines
- A willingness to learn, understand new trends, innovate, and bring a positive attitude to work
- A strong team mentality as well as the ability to work autonomously
- Experience in the following platforms is desirable: Adobe CC, Wordpress, Microsoft Office Suite, Instagram and LinkedIn

## Our Team

As a multi-disciplinary design studio, dedicated to creating people-centric environments, providing a supportive work environment where team members can reach their full potential is important to us.

Our team members benefit from:

- Working in a studio that is an award-winning design
- A culture of collaboration that strives to support each individual
- Access to an EAP and flexible working arrangements
- Professional development through a Continuing Professional Development (CPD) program including internal and external training
- Mentoring programs to support personal and professional growth
- Regular social events, team events and work functions
- Opportunities for career advancement within the practice

The role is fulltime and based in our CBD office location. Salary package and general terms will be compliant with the FairWork Act and relevant Awards. Terms are also negotiable in accordance with experience and market rates.

## How to apply?

If you are interested in joining us, please submit each of the following with your application: a cover letter, CV, and a short portfolio.

Applications are to be submitted via email to: [reception@adelaide.designinc.com.au](mailto:reception@adelaide.designinc.com.au).  
Please direct queries to 08 8223 2888.

DesignInc is committed to providing Equal Employment Opportunities and invites applications from people of all genders, and cultural backgrounds.

Aboriginal and Torres Strait Islanders are encouraged to apply for this role. We seek to foster and grow First Nations' input in our industry through employment opportunities.

Applicants must hold Australian citizenship or residency and be prepared to undertake a pre-employment screening.