POSITION SUMMARY
This position is responsible for the design and development of digital and print productions for programs and courses across the AGSM.

ORGANISATIONAL ENVIRONMENT
Overview of the Faculty/School/Divisional Work Unit
The Australian School of Business at the University of New South Wales is one of the largest business schools in Australia with over 250 full-time academic staff and over 11,000 students. The school has developed the strategic goal of becoming the leading business school in the Australasian region. To support this objective, the school offers a range of quality undergraduate and postgraduate degree programs, and support programs to attract and retain the highest achieving students.

Within UNSW Business School sits the Australian Graduate School of Management (AGSM). The AGSM serves the top tier general management, executive and leadership development market. The award program portfolio currently consists of the MBA (full-time), MBA (Executive), MBA (X) and Graduate Certificate in Change Management.

The Learning and Technology Studio are responsible for the production of all course materials for AGSM Programs, which are made available to students in various forms. The team is central in ensuring AGSM course materials are of a high standard.

Statistics
The Australian Graduate School of Management (AGSM) has:

- 60 Professional Staff
- 150 Adjunct Lecturers
- 2,500 Postgraduate Students
Reporting Relationships
Supervisor’s title: Team Leader, Studio
Other positions reporting to the supervisor: Desktop Publisher (L5)
Positions reporting to this position (show position titles and levels): none

KEY DUTIES & RESPONSIBILITIES

- Prepare course materials including formatting to set style guidelines, page layout, illustration and photo manipulation, proofing & editing;
- Develop and create interactive HTML widgets for complex e-book as well as troubleshooting widget flaws and fix problems;
- Ensure the consistency and quality of all published materials by applying specific style formats;
- Maintain a high and accurate standard of work at all times, ensuring all work is proofed and quality checked before it is sent out from Studio;
- Assist in updating course relevance information in the website;
- Liaise with Team Leader of Learning and Technology to ensure detailed understanding of specifications of job and print/dispatch deadline;
- Liaise with Faculty regarding the provision of desktop publishing services, proofing and editing requirements.
- Convert content of course materials into interactive digital format;
- Develop, design and deliver AGSM marketing and promotional collateral within specified deadlines using UNSW branding guidelines;
- Prepare pre-press production for all marketing collateral and advertisements for both offline and online needs;
- Provide quality and efficiency in post-production, including editing and encoding professional looking videos and audio ready for publication.
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others;

SELECTION CRITERIA

- Relevant tertiary qualification or at least 3 years’ experience in a desktop publishing role (preferably in a corporate in-house environment) and experience working with digital platforms
- Extensive experience working on large complex documents and other corporate material in line with branding and style guidelines
- Extensive technical experience working with Adobe Creative Suite 6 (including InDesign, Illustrator, Photoshop and Acrobat), iBook Author and Microsoft Office programs
- Excellent interpersonal, oral and written communication skills with the ability to work individually or as part of a team and to liaise effectively with a wide range of internal and external stakeholders at a variety of levels
- Highly developed customer service, problem solving and organizational skills with an ability to manage priorities across a range of tasks
- Experience in using Equation editor, e-book authoring and video editing applications
• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.