

Position Open in the Public Affairs Section
Embassy of Japan, Washington DC
Graphic Designer

The Embassy of Japan is seeking a highly motivated, team-oriented individual for the position of Graphic Designer. As Graphic Designer, you will work in collaborative partnership with our communications team. This individual is mainly responsible for producing high-level web and print publicity collateral for the Embassy's social media accounts. He or she will design and create deliverables for internal and external purposes, creating items that include (but are not limited to) infographics, advertisements, posters, and promotional items. The candidate must have impeccable attention to detail and exacting standards regarding file setup, organization, pre-press, color management, and overall quality control.

Working hours are 10:00 am – 6:30 pm, Monday through Friday. Salary is commensurate with experience.

Please note that the Designer is an independent contractor to the Embassy and will not be deemed an employee of the Embassy for any purpose whatsoever. This position does include paid vacation and sick leave, but does NOT include group health insurance coverage. Candidates must be a U.S. citizen or a U.S. green card holder. Screening will begin immediately and will continue until the position is filled. Only successful candidates will be contacted. All candidates will be subject to background checks and security clearance.

Responsibilities:

- Maintain consistent Embassy Branding across digital and print mediums
- Create publicity collateral (digital and print) for the Embassy of Japan
- Design high-impact infographics for the Embassy's social media accounts
- Advise, from a design stand point, on the direction of the Embassy's digital media strategy
- Other duties as needed or appropriate

Required and Preferred Qualifications:

- Experience in Branding, Graphic Design, and Production
- Great Understanding of Visual Communication (Still and Video)
- Hands on Experience Producing and Managing Content from Inception to Delivery
- Proficient in Adobe software, specifically InDesign, Illustrator, Photoshop, and Acrobat
- High level of proficiency using Microsoft Office programs, including Word, Excel, Project, and PowerPoint to create layouts and templates
- In depth understanding of creating infographics for use on social media platforms (Facebook, Twitter, Instagram and YouTube)
- Proficient in Adobe Premiere Pro (or Final Cut Pro) and After Effects (preferred)
- Experience editing short to medium length videos for use on social media (preferred)
- Experience editing audio for use in videos and with video conversion (preferred)

- Ability to manage multiple tasks in a fast-paced environment
- Flexibility and resourcefulness
- Bachelor's degree or equivalent experience

How to apply:

E-mail your resume and cover letter to publicaffairs-staff@ws.mofa.go.jp by September 23. Also please include a link to your portfolio, so the Embassy can see samples of your work.

Please no phone calls. Due to the high volume of resumes we receive, we cannot guarantee consideration of your application if the submission instructions are not properly followed.