



WELLINGTON
COLLEGE
INTERNATIONAL SCHOOL BANGKOK

Job Description

Wellington College International School Bangkok ('WCIB')

Position:	Junior Graphic Designer
Reports to:	Graphic Designer and Brand Curator
Collaborates with:	Marketing, Admissions, Community Engagement, Academic and Support Staff, Purchasing
Oversight:	None
JD update	August 2023

Wellington College Bangkok opened in August 2018 and has quickly gained a reputation for being one of Bangkok's leading international schools. Currently the School has 800+ students aged between 2 and 16, across Pre-Nursery to Year 11. In August 2024 we will open a Sixth Form for students aged 16-18 and the eventual plan is to accommodate 1500+ students.

The school's facilities are world-class with a beautiful modern design and appearance which incorporates the distinctive features of Wellington College, Berkshire, and elements of Thai culture. The buildings are set amidst a large, 70-rai beautifully designed campus in Krungthep Kreetha, an area midway between Bangkok city and Bangkok International Airport, right next to the expansive greens and fairways of the Unico Grande Golf Course. In 2021, the new Senior School building (the first of two) opened – a spectacular and extraordinary development which confirms Wellington as the most dynamically progressive and educationally significant new school in the region. The second Senior School building will open in 2026 and new sports fields and tennis courts will open during the course of the first half of Term 1, 23-24.

We offer the English National Curriculum leading to IGCSEs at the end of Year 11 and A-levels at the end of Year 13. Wellington College Bangkok was the first school in the world to gain full COBIS Patron's Accreditation within the first year of operation, and subsequent full membership of FOBISIA and CIS. In 2021, the new Senior School building (the first of two) will open—a spectacular and



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We follow the educational philosophy of Wellington College – founded in Berkshire, England in 1859. We offer pioneering education to serve and help shape a better world. Our identity is summed up thus – **Inclusive, Independent, Individual, Inclusive, Intellectual.**

Roles and Responsibilities:

- To support in the design of creative and engaging artwork to promote the School through offline and online channels (e.g., Yearbook, brochures, displays, website banners, social media ads).
- To support the Graphic Designer/Brand Curator in all projects.
- To lead on projects assigned by the Graphic Designer.
- Photography and image curation to help build the school image library for marketing use.
- To edit and enhance taken photos to feed to the school website and social media channels and to be used for print medium.
- To film, edit, and develop short and engaging videos for digital marketing.
- To maintain brand identity consistency across all platforms by following the school's brand guidelines.
- To produce internal marketing - posters, programmes, signs and banners for key events in the School calendar.
- To lead or support any marketing activities according to the marketing plan to achieve the school's targets.
- To support all media planning efforts and marketing campaigns.
- To help design all merchandise and help plan and anticipate needs for each event in the School Events calendar.
- Liaison, negotiation, and relationships with external suppliers.
- Process of internal purchase requests where necessary.
- To assist with ad-hoc projects at any stage, as assigned or approved by the Director of Admissions and Marketing.
- To perform any other duties commensurate to the post as required by the Director of Admissions and Marketing or other members of the School's Leadership Team.



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Requirements:

- Expert knowledge of Adobe Creative Suite and other relevant skills
- Good photography and videography skills
- Experience in marketing communications through offline and online channels
- Strong creative, organizational, problem-solving, and time-management skills
- Strong conceptual skills, high-level sense of design
- Ability to handle pressure, tight deadlines, and work in a team environment.
- Ability to take projects from start to finish with minimal supervision.
- Good command of spoken and written English

Safeguarding and Legal

Please note the College's positions are subject to an enhanced Criminal Records Bureau. The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Wellington College International Bangkok is also committed to equality and diversity. Candidates should be aware that all posts in the College involve a degree of responsibility for safeguarding students.

Application

If you are interested in the position, please send together with a letter of introduction and an up-to-date CV, including the names and contact details of three referees, should be sent to recruitment@wellingtoncollege.ac.th