Alliance for an Energy Efficient Economy (AEEE) is looking to hire an **InDesign Specialist** to work predominantly with print media and provide visual, graphics and infographics skills to its diverse body of work related to energy efficiency**.** If you think you would like to contribute to AEEE’s vision of enabling an energy efficient India, enhance visual impact of our reports and documents, and be a part of a vibrant work environment, **please write to us, with a cover letter (not more than 1 page long) addressing your suitability for this role, your detailed resume (not more than 2 pages long), and either a link to your portfolio of work or 2-3 work samples, at** **Vinod@aeee.in** **by 02 February 2018. The subject line of the email should be “Application for the position of InDesign Specialist”.**

**About AEEE:**

AEEE is a pivotal organisation for positioning energy efficiency as a critical resource in India through policy advocacy and market enablement. As a not-for-profit and neutral entity, AEEE serves as a convening platform for thought-leaders, policy-makers, and industry stakeholders to collaboratively design and implement impactful market transformation strategies. AEEE’s vision is to support India’s transformation into an energy efficient economy.

We are a diverse and energetic team, with a lean organisational structure, and a culture where creativity and innovative thinking is valued.

**Your Role:**

As an InDesign Specialist, you would be working predominantly with our technical team to:

* Layout and design reports, presentations, and collaterals
* Create illustrations to meaningfully and succinctly convey information
* Lend as-needed support to enhance the visual impact of our work

In addition to working with the technical team you may be engaged for as-needed support of AEEE’s industry events and stakeholder activities, which would involve some know-how of digital media. Generally, **the work distribution is: 80% print media, and 20% other media**.

**Skills We are looking For:**

* **Thorough knowledge of typesetting** - such as page layout, fonts and font size, text alignment, line spacing, header, footer, footnote, margins, referencing protocols, hyperlinking and many other text features, in order to produce neat, professional-looking, and international quality technical reports
* **Strong aesthetic sense** - Designing appealing layouts for reports, cover pages, and collaterals, with a good sense of visual organization, colours, photographs, pictures etc.
* **Visual representation skills** - Ability to convert technical text into meaningful schematic representations utilizing graphs, charts, infographics, or other means for compelling storytelling
* **Proficiency with relevant software and tools** – Expertise in InDesign, MSWord, and Power Point are most essential. Proficiency in software including but not limited to Adobe Creative suit (Adobe Illustrator, Photoshop, Acrobat etc.); knowledge of printers, paper quality and type (matte/glossy ink/paper), color tones etc. which can be applied towards highly professional-looking documents and collaterals
* **Working knowledge of English language** – Adequate knowledge of English language to work with written content, and support basic copyediting, captioning etc.

Additional skills that would be a plus are:

* Experience with basic video-making software to create brief media presentations
* Experience with digital communication and social media
* Knowledge and interest in ArcGIS

**An Ideal Candidate:**

* Is a collaborative team-player
* Has excellent visual organization and representation skills
* Efficiently juggles multiple priorities and thrives in a fast-paced work environment
* Exhibits flexibility and creativity to work with evolving content
* Has the experience and maturity to lend 'branding' and consistency to written content, while also maintaining visual appeal and variety
* Exhibits high standards of integrity, quality, and timeliness

**Qualifications:**

* 3 to 5 years of relevant work experience
* Proficiency with relevant software and tools as aforementioned
* Performing a brief assignment to demonstrate your quality of work

**Compensation**

AEEE is an equal opportunity employer committed to promoting a diverse workplace. Salary would be commensurate with the experience and skill level of the candidate.