

Associate, Audio Visual

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Company: Aga Khan University (AKU)

Location: Karachi

Category: arts-design-entertainment-sports-and-media

Introduction

The Aga Khan University (AKU) is a private, international university committed to international standards of excellence in teaching, research, and service.

AKU's Institute for Educational Development, Pakistan (AKU-IED, P) was established in , and is highly respected and recognized for its teaching, research, policy analysis, and its work in the field with schools and other educational institutions. It conducts various academic programmes for in-service teachers, teacher educators and education managers/leaders from both the public and private sectors. These programmes include PhD in Education, MPhil in Education and Bachelor of Education, Advanced Diplomas, Certificate Programmes, and Continuing Professional Education (CPE) courses. For more information, please visit: [lang=EN-US>](#) .

Responsibilities

You will be responsible for:

supporting the generation of designs and content that is creative, accurate, high quality and aligned with the University's and IED's key messages and values

providing design expertise in developing and finalizing (including laying out and formatting) various reports and proposals, brochures, project/ study conference briefs/proceedings, academic modules, and presentations

recording and editing videos and audio clips. Maintaining downloads from the camera and Storage of digital videos and audio clips. Coordinating with users to record assignments in

the logbook

leading Photography and photo printing as and when needed

providing other technical support in various events and deal with vendors to ensure the best possible services are maintained.

Requirements

You should have:

Minimum Bachelor's degree preferably in Media Sciences or related field

4-5 years of experience in photography, videography and graphic design.

2 years of experience in an administrative role.

familiarity with design software and technologies (such as InDesign, Illustrator, Dreamweaver, Photoshop, Canva etc.)

knowledge of photography, video production and editing

knowledge of MS Office

ability to work methodically on simultaneous projects and meet tight deadlines

good communication and public dealing skills.

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