

Job Description: Graphic Designer

About the Al Qasimi Foundation

The Sheikh Saud bin Saqr Al Qasimi Foundation for Policy Research (AQF) is a leading philanthropic organization based in Ras Al Khaimah, United Arab Emirates. The Foundation supports the social, cultural, and economic development of RAK and the wider UAE through research, policy engagement, capacity development, and community programming.

The Foundation also curates the RAK Art Festival, an international platform showcasing contemporary art, cultural heritage, and digital innovation, attracting audiences from across the UAE and GCC.

Position Overview

The Graphic Designer is responsible for independently producing high-quality visual and graphic design outputs that support the Foundation's programs, events, and communications. The role translates briefs and institutional priorities into clear, consistent, and professional visual materials across digital, print, and event-based platforms.

The position combines strong technical design skills with professional judgment in managing design workflows, coordinating deliverables, and advising internal teams on visual presentation, while ensuring alignment with the Foundation's brand and standards.

Key Responsibilities

Design Production and Delivery

- Design and produce high-quality visual materials, including digital and print publications, reports, promotional assets, and event-related branding for Foundation initiatives and RAK Art Festival.
- Design and produce high-quality events and Art festival branding.
- Translate written and verbal briefs into clear design concepts and finished outputs in Arabic and English.
- Produce design assets for Foundation programs, research dissemination, and public-facing communications.

Brand and Visual Identity

- Apply and uphold the Foundation's visual identity and branding guidelines across all design outputs.
- Review and quality-check materials to ensure consistency, accuracy, and adherence to brand standards prior to publication or release.
- Advise colleagues on appropriate visual formats and presentation within established brand guidelines.

Events, Festivals, and Programs

- Deliver graphic design outputs for key Foundation initiatives, including the Ras Al Khaimah Art Festival and other major events.
- Design promotional visuals, layouts, and materials to support exhibitions, workshops, and community activities.
- Coordinate design timelines and deliverables with internal teams to meet program and event deadlines.

Asset and Workflow Management

- Maintain an organized and accessible digital archive of design files, templates, and photography.
- Manage assigned design workflows independently, prioritizing tasks and coordinating delivery timelines.
- Liaise with external service providers (e.g. print shops) as required to support production needs.

Stakeholder Engagement

- Work closely with internal teams across Arts, Events, Community Engagement, Communications, Research, and Programs to support design needs.
- Coordinate with external vendors and collaborators to ensure timely and high-quality production of design materials.

Analytics, Planning, and Continuous Improvement

- Contribute to improving internal design processes, documentation, and asset management practices.
- Apply feedback from internal stakeholders to refine and improve design outputs over time.

Candidate Profile

Qualifications & Experience

- Bachelor's degree in Graphic Design, Visual Arts, or a related field.
- Minimum of three years of relevant professional experience in graphic design or visual communications.

Skills & Competencies

- Strong proficiency in graphic design and visual communication tools (Adobe InDesign, Photoshop, Illustrator, Canva, or equivalent tools).

- Advanced skills in planning, organizing, and managing multiple design tasks simultaneously.
- Strong attention to detail and quality assurance.
- Effective communication and collaboration skills.
- Experience producing design materials for events, festivals, or public-facing initiatives is an advantage.
- Experience in photography and Procreate is an asset.

Compensation & Benefits

- Competitive, tax-free salary
- Healthcare benefits
- Professional development opportunities
- Value-driven organizational culture.
- A front-row role in the flagship RAK Art Festival, driving creativity and cultural exchange.

Application Requirements

Candidates must provide:

- CV
- Cover Letter
- Creative Portfolio