

Position title:	Graphic Designer
Organisation:	Off The Leash Incorporated
Reports to:	Managing Editor & Development Manager
Salary:	Hourly rate + super Commensurate with experience
Job type:	Casual, 7-10 days per month, commencing Tue 10 Mar, 2026 Work hours may increase to include work on additional projects but any extension will be negotiated on a case-by-case basis
Location:	Off The Leash Office, Darwin CBD (not WFH)

About us

Off The Leash Inc. is a not-for-profit organisation that produces a monthly what's on guide to the Northern Territory. Our free magazine offers inspired articles and insightful recommendations to complement the most comprehensive events guide available across music, festivals, art, films, writing, food, performing arts and community events.

Off The Leash seeks a casual Graphic Designer who will commit to the organisation and its projects with enthusiasm, dedication and a strong work ethic, and share in the long-term vision of the organisation.

About you

The Graphic Designer works closely with the Managing Editor to undertake the design layout of a monthly magazine in accordance with the set print schedule and OTL brand guidelines.

The Graphic Designer works with the Managing Editor, Assistant Editor/Editorial Assistant and Executive Board towards achieving project goals in keeping with the strategic plan of the organisation.

Responsibilities and duties

- Design the monthly publication working in accordance with the schedule and set deadlines, and deliver press ready files to the printer
- Layout/design the magazine to a high standard and in accordance with the style guide of the publication
- Design adverts for clients on occasion
- Liaise with clients (when required) respond to emails and meet regularly during production with the Managing Editor
- Work alongside the Managing Editor to art direct the magazine, noting Managing Editor is ultimately responsible for the magazine
- Design some marketing collateral, for both print and online mediums

Qualifications and experience

A degree or diploma in Graphic Design is preferred to undertake this position, although the successful applicant will be assessed on skill and experience.

The applicant must have experience and extensive knowledge of the Adobe suite, in particular InDesign and Photoshop.

Experience in designing for print and publications will be viewed favourably, as will knowledge of the arts and local community.

Relationships

The successful applicant will be accountable to the Managing Editor.

The successful applicant will act professionally when dealing with colleagues, contributors, artists, advertising clients, partners and sponsors at all times.

Application

To apply for this position, please send:

- a cover letter addressing responsibilities and duties, and the qualifications and experience required for the role
- a resume
- a minimum of five examples of design work

to **jobs@offtheleash.net.au** by **5pm (ACST), Wed 11 Feb, 2026**.

Late applications will not be accepted. Please note, due to staff capacity, only shortlisted applicants will be contacted.

For enquiries, please contact:

Tierney White

Managing Editor & Development Manager

editor@offtheleash.net.au