# Graphic Design Institute

## Document on the Core Tasks of the Design Team

Purpose: This document outlines the core tasks of all design team members at the Graphic Design Institute.

## Responsibilities:

### Collaboration:

Work with other designers, developers, and stakeholders to create high-quality designs that meet project requirements. This includes:

* Participating in brainstorming sessions to develop creative ideas.
* Providing constructive feedback to other team members.
* Effectively communicating with team members, stakeholders, and clients to ensure project requirements are met.

Additionally, Senior Animation Designers must collaborate with other designers, developers, and stakeholders to create high-quality designs that meet project requirements. This includes:

* Leading brainstorming sessions to develop creative ideas.
* Providing constructive feedback to other team members.
* Effectively communicating with team members, stakeholders, and clients to ensure project requirements are met.

Design:

Create visually appealing designs that are user-friendly, accessible, and meet the needs of the project. This includes:

* Using design software such as Adobe Creative Suite, Sketch, or Figma to create designs.
* Creating wireframes, prototypes, and mockups to illustrate design concepts.
* Ensuring designs are optimized for various devices and platforms.

Additionally, Senior Animation Designers must create visually appealing designs that are user-friendly, accessible, and meet the needs of the project. This includes:

* Using design software such as Adobe Creative Suite, Sketch, or Figma to create designs.
* Creating wireframes, prototypes, and mockups to illustrate design concepts.
* Ensuring designs are optimized for various devices and platforms.
* Providing guidance on best practices to junior designers.

### Communication:

Effectively communicate with team members, stakeholders, and clients to ensure project requirements are met. This includes:

* Providing regular updates on project progress.
* Responding to feedback and making necessary changes to designs.
* Presenting designs to stakeholders and clients.

Additionally, Senior Animation Designers must effectively communicate with team members, stakeholders, and clients to ensure project requirements are met. This includes:

* Providing regular updates on project progress.
* Responding to feedback and making necessary changes to designs.
* Presenting designs to stakeholders and clients.

### Research:

Conduct research to understand user needs, preferences, and behaviors to inform design decisions. This includes:

* Conducting user interviews and surveys to gather feedback.
* Analyzing relevant data to identify trends and patterns.
* Staying up-to-date with the latest design trends and technologies.

Additionally, Senior Animation Designers must conduct research to understand user needs, preferences, and behaviors to inform design decisions. This includes:

* Conducting user interviews and surveys to gather feedback.
* Analyzing relevant data to identify trends and patterns.
* Staying up-to-date with the latest design trends and technologies.
* Providing guidance on best practices to junior designers.

### Testing:

Conduct usability testing to ensure designs meet the needs of the target audience and are accessible to all users. This includes:

* Creating test plans and scenarios.
* Conducting test sessions with users.
* Analyzing test results and making necessary changes to designs.

Additionally, Senior Animation Designers must conduct usability testing to ensure designs meet the needs of the target audience and are accessible to all users. This includes:

* Creating test plans and scenarios.
* Conducting test sessions with users.
* Analyzing test results and making necessary changes to designs.
* Providing guidance on best practices to junior designers.

### Documentation:

Create and maintain design documentation, including design specifications, style guides, and design patterns. This includes:

* Creating design specifications that outline design requirements and guidelines.
* Creating style guides that define visual and interactive design standards.
* Creating design patterns that can be reused across different projects.

Additionally, Senior Animation Designers must create and maintain design documentation, including style guides, design systems, and design specifications. This includes:

* Ensuring design documentation is up-to-date and accurate.
* Providing guidance on best practices to junior designers.

### Professional Development:

Stay up-to-date with the latest design trends, tools, and technologies to improve design quality and efficiency. This includes:

* Attending design conferences and workshops.
* Participating in online design communities.
* Taking courses to learn new design skills.

In addition to the above tasks, Senior Animation Designers should also be responsible for:

### Leadership:

Lead the design team and mentor junior designers. This includes:

* Providing mentoring and coaching to junior designers.
* Leading design reviews and providing constructive feedback to other team members.
* Ensuring designs meet project requirements and are delivered on time.