Job Title: Senior Spatial Designer (Maternity cover)
Reporting to: Head of Spatial Design
Location: Based at our Norwich Office
Salary Range: On Application

Job Description

Background: The Spatial Design team are an integral part of Pb's offering. Working within the studio alongside the creative teams and in the workshop alongside the manufacturing team, they are responsible for designing exhibition stands, stage sets and interior installations.

Job Purpose: The role of the Senior Spatial Designer is a demanding and exciting role with a busy creative studio team, taking the lead in delivering exemplary quality work and striving for excellence while dealing with conflicting priorities and tight deadlines. Working from a brief to design exemplary quality exhibition and spatial work for our clients. This role leads in the creation, development, and delivery of projects with internal and external stakeholders as well as helping to shape and define the team's output, scope, and ambition.

The Responsibilities & Role of a Senior

- Considerable knowledge, skill, and experience within their chosen discipline
- A wide understanding and keen interest in the broader world around their discipline, having a keen eye for, and interest in, new trends and techniques and integrating this within the business
- A demonstrable curiosity in connected skills and disciplines
- The ability and desire to pass on their skills and knowledge in an open and effective way to the team and wider business
- The ability to lead a project including how to gain an understanding of a client's requirements, the ability to brief colleagues effectively, empathising with the client's situation, the application of skills and leadership under pressure, while managing the client and delivering the best solution available
- To actively pursue commercial and creative opportunities for Pb
- To support and lead in the development of growth through ongoing, pro-active client management

Main Duties:

- Lead a project from inception to de-brief, including; how to gain understanding of a client's requirements, the ability to brief colleagues effectively, empathising with the client's situation, the application of skills and leadership under pressure while managing the client and delivering the best solution available
- Create excellent spatial designs based on briefs from clients and internal stakeholders
- Support and lead pitches and presentations when required
- Collaborating with other departments to ensure every detail of the project is considered and delivered on budget and within the agreed timeframe
- To create detailed floor plans and technical drawings using Vectorworks
- To have the confidence to champion and sell the merits of a specific concept/idea
- To proactively collaborate with the Head of Spatial Design to plan and manage workload and schedules within the team

- To take the lead in developing more junior members of the team including their technical and IT knowledge and skills
- Excellent knowledge of artwork specifications when creating designs/technical drawings
- To attend on site to manage project team members and freelancers
- To be a 'go to' person in the team with internal colleagues and develop communication skills challenging and questioning where appropriate
- Undertake comprehensive site visits when required, liaising with relevant stakeholders
- Pro-actively researching and identifying new developments in design and technology and sharing these with the team
- A wide understanding and keen interest in the broader world around their discipline, having a keen eye for, and interest in, new trends and techniques
- The ability and desire to pass on their skills and knowledge in an open and effective way

All Production bureau Limited employees are responsible for:

- Working to the policies of Production bureau Limited
- Promotion of equal opportunities and respecting diversity within all aspects of their work
- Complying with all Health and Safety regulations and promoting a safe working environment
- Carrying out additional duties which may be allocated from time to time by the Board of Directors

Requirements

Essential Criteria = (E) Desirable Criteria = (D)

Qualifications/Skills:
PC skills (E)
5 + years' experience in a similar role in Exhibition/Event and Spatial Design (E)
Excellent working knowledge of the Adobe Creative suite, Vectorworks and Unreal Engine (E)
Knowledge of Photoshop and/or Illustrator (D)
Creating and managing project budgets (E)
Excellent interpersonal and communication skills (E)
Good problem solving skills (E)
Supervisory /people management skills (E)
Professional qualification in Spatial Design or similar creative discipline (E)

Experience:
Detailed knowledge of corporate Exhibition/Event and Spatial Design (E)
Experience of communicating with clients on creative projects (E)
Experience of conceptual design and hand drawn sketching (E)
Experience of budgeting and quoting (E)
Experience of supporting pitches & presentations (E)
Experience of mentoring/developing more junior colleagues (E)
A multi-tasker who has the ability to prioritise and manage own workload (E)
Experience of working in a pressured environment and to deadlines (E)
Knowledge of Health & Safety requirements relating to Exhibition and Spatial design work (E)
Experience designing corporate live events and exhibition (E)

Attributes:

A high degree of creativity and desire to be innovative (E)
A positive and flexible approach to work with an ability to react to change as it happens (E)
A self-motivated, enthusiastic individual (E)
A team player who can share ideas and best practice (E)
A professional appearance and presentation when client facing (E)
Full driving licence (E)