

Job Title: Graphic Designer

Reporting to: Head of Design

Location: Based at our Norwich Office with occasional travel being required

Salary Range: On Application

Job Description

Background: The Design Team are critical in the delivery of our wide-ranging communication solutions. As part of the Creative Studio (comprised of Design, Spatial Design, Motion, Digital and Streaming & Broadcast) they create the 2D content that appears throughout our work. Branding, graphics, artwork, presentations, and illustrations are all part of the teams' output for platforms including, print, digital, large format, presentation screens, exhibitions stands, installations and every conceivable surface.

Job Purpose: The role of the Graphic Designer is a demanding and exciting role. You will collaborate with internal teams, interface with clients, and work with partners and vendors. The role is strong mix of creative thinking, application and production working within a team of like-minded designers. This role requires a pro-active, positive, creative, solutions orientated individual who is keen to collaborate but wholly competent in owning and delivering their projects.

Main Duties:

- Creatively interpreting design briefs
- Conveying concepts using graphics, artwork, illustration
- Meeting and excelling briefs by producing work for a wide range of platforms, channels and environments
- Approach projects using the established creative processes in the business
- Collaborate with the other teams across the business
- Support the management of work schedules, meeting deadlines and budgets etc
- Provide design solutions that will meet a given client budget whilst still maintaining the highest specification possible.
- Liaise with clients, creative leads, project leads, client leads and other stakeholders to determine their detailed requirements in order to deliver the best solution
- Gather information using available resources in order to cost out a reasonable estimated quote for the work
- Support colleagues by sharing best practice through discussion, training and practical demonstration
- Contribute proactively through ongoing communication, meetings etc with all appropriate departments
- Take responsibility for being at the forefront of the design profession by keeping abreast of new developments in design and technology
- Proactively identify new practices, techniques and innovation supporting the team and their objectives
- To cover for holidays, sickness, and absences etc in the design department.
- To be a proactive team member within Pb engaging professionally with internal staff whilst also acting as an ambassador for Pb externally.

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:

BA Hons in Graphic Design or equivalent creative discipline (E)
Highly competent user of Adobe Creative Suite (Photoshop, Illustrator, and InDesign) (E)
Proficient in all MS office applications and PC desktop systems (E)
Advanced level PowerPoint design skills (E)
Strong interpersonal and communications skills (E)
Excellent visual presentation skills (E)
Good problem solving skills (E)
Knowledge of Prezi & Keynote (D)

Experience:

Experience in all areas of graphic design: animation, publishing, illustration, photography, infographics etc (E)
Experience of working with a wide variety of design layouts including exhibition design, banners, signage etc (E)
Knowledge of Website and App Design (D)
Experience of working in a pressured environment adhering to strict timelines and deadlines whilst still delivering great service (E)
A multi-tasker who can prioritise and manage own workload and also support the team (E)
Project management experience (D)

Attributes:

Professional and personable individual (E)
A creative flair for design (E)
A strong visual sense and identity (E)
Ability to work on their own and be a good team player when required (E)
A positive and flexible approach to work with an ability to react to change as it happens (E)
A self-motivated, enthusiastic individual with a good sense of humour (E)
An interest in live events & exhibitions (D)
Driving licence (D)