

# THE OLD VIC

## **Job Description Junior Graphic Designer**

<b>Responsible to:</b>	Graphic Designer
<b>Department/Team:</b>	Marketing
<b>Location:</b>	103 The Cut, London, SE1 8NB
<b>Hours:</b>	40 hours per week from 10am to 6pm, Monday to Friday although additional hours will be necessary in order to fulfil the requirements of the post.
<b>Duration:</b>	Permanent, full time post (though would consider flexible working arrangements)
<b>Salary:</b>	Up to £22,000-24000 per annum (dependent on experience)

### **The Old Vic**

The Old Vic under Artistic Director Matthew Warchus is a place that encourages a new love of theatre, as well as offering a refreshing experience to those who keep coming back for more. It is a theatre steeped in tradition yet still innovating and making history today through a huge variety of output on and off stage which grabs the imagination of the broadest range of people.

The Old Vic programme encompasses invigorating new writing; works that engage with a wide social conversation; nurturing new musicals, mounting passionate revivals and famous old plays; experimentation with quirky, eye-opening and challenging pieces; and family shows and pantomimes. In addition, we work with over 10,000 people each year of all ages and backgrounds to unlock creative intelligence through school projects, employability schemes and community engagement. All of this is achieved whilst operating as a not-for-profit organisation without a regular subsidy, in an almost 200 year old building with a touch of magic about it.

### **The Team**

The Marketing team includes the Marketing Director, Marketing Manager (Campaigns & Digital), Marketing Manager (Campaigns & Audience Development), Graphic Designer and the Marketing Assistant. They will also work collaboratively with the rest of the Marketing team comprising The Commercial and Communications Director, Social Media and Communications Manager, Digital Manager, Customer Insights Manager and the Box Office team

### **Purpose of Job**

The Junior Graphic Designer will work under the supervision of the existing Graphic Designer to manage the in-house design output of The Old Vic. They will be a key member of the Marketing team, collaborating with the Marketing Managers to ensure timely and creative design solutions for marketing campaigns for all of our productions, as well as supporting the design needs of all departments across the organisation. The design team will also have a key relationship with Pentagram, The Old Vic's creative and branding agency, working with them to roll out creative concepts and brand identities for each production and for the organisation itself. The role is predominantly focused on design for print and branding, though there is a digital design element involved.

### **Key Responsibilities:**

- To work under the guidance of the Graphic Designer to design and produce finished artwork for printed marketing materials, on and offline campaign assets, production programmes and packaging, Development Department and Education Department artwork, generic theatre artwork and any other Old Vic related artwork.
- To assist in the design and production of digital artwork for the Old Vic website and online marketing initiatives.
- Liaise with clients and suppliers externally and all departments internally.
- To be a design resource for print, repro-ready artwork and web-ready artwork.
- To work with all departments and meet their design requirements as and when needed and to agreed deadlines under the supervision of the Graphic Designer.

- To assist in the production of Old Vic print and digital programmes.
- To adhere to Web Content Accessibility Guidelines (WCAG).
- To take responsibility for procurement of design studio supplies.
- To be the lead contact with external printers for sending jobs to print.
- To ensure all work is archived and backed up.
- To maintain workstation, manage files on the server and keep to an agreed naming protocol.
- To support the Marketing Director and Marketing team in ensuring The Old Vic brand and sub brands are used consistently and are in keeping with our brand guidelines at all times.
- To assist the Graphic Designer with external design agencies and suppliers as instructed by the Marketing Director/ Commercial and Communications Director
- To keep up-to-date with industry trends and developments.

*This is not an exhaustive list of duties and The Old Vic's management may, at any time, allocate other tasks which are of a similar nature or level.*

### **Person Specification**

**The successful candidate will be able to demonstrate the following skills, experience and qualities:**

#### **Essential**

- Experience in design for online and offline media.
- Experience of print design and setting up files for print.
- Experience of working within brand guidelines
- Knowledge of InDesign, Photoshop and Illustrator CC,.
- Proven ability to create impactful and fresh and contemporary designs, taking a project from brief through to delivery of the final artwork.
- Likely to be educated to degree level in graphic design or possess equivalent industry experience.
- Experience working in creative communications or marketing.
- Good understanding of typography.
- Proactive and self-motivated.
- Display a good design eye.
- Have a keen eye for detail and good communication skills.
- Ability to work on multiple briefs at the same time and manage time effectively across these.
- Ability to work under pressure to tight deadlines and to prioritise a varied workload.
- Ability to manage and prioritise the creatively exciting elements of the role with the more strategic brand requirements.
- Flexible, adaptable approach and able to reprioritise work as necessary.

#### **Desirable**

- Working knowledge of HTML5 for the creation of animated banner design and responsive email.
- Experience using Sizmek for online advertisements
- Interest and enthusiasm for working in a theatre.
- Experience of working in an in-house studio environment.
- Experience of working within an Arts/Culture environment.
- Experience in Adobe After Effects or Premiere Pro.

**We welcome candidates from diverse backgrounds to apply.**