

**Job Title:** Designer  
**Department:** Design  
**Based:** Hartlebury  
**Reporting to:** Head of Design

## REMUNERATION

Agreed as per contract of employment.

Bonus & pension contribution scheme as outlined in your contract of employment.

## PURPOSE

To develop and execute design briefs with production of various design projects for the company and clients. This may include working as part of a team, under the guidance of a senior member of the design department or working on a stand-alone project.

## PRINCIPLE DUTIES

- Ability to take and interpret briefs from internal team members and if required, external clients
- Deliver design and artwork for specified projects and briefs in a variety of media types
- Support all other divisions of the business with design artwork services
- To contribute to the introduction of new technologies and new ways to deliver design
- Work directly with clients if required to provide creative design solutions to project requirements
- Work closely with the design team to provide innovative project results
- Delivery of various projects elements in both off and on-site locations if occasionally required
- Work alongside the design manager/print team to develop, instigate and execute new improved ways of working, ideas & equipment
- Must contribute to ensuring the company is viewed as a highly creative business

*This list is not exhaustive and you will be expected to work flexibly and undertake other such duties as the management may from time to time reasonably require.*

## EXPERIENCE

- Must have a minimum of 3 years experience working in a design agency environment
- Must show a high level of experience in a variance of design medias
- Experience of working within corporate organisations

## SKILLS

- Strong design and creative art working skills
- A superb attention to detail
- Must be used to preparing files and issuing them for print
- Must be able to use the Adobe CS to a high standard (Indesign, Photoshop, Illustrator)
- Must be able to competently co-ordinate digital files, people and time
- Proficiency in project logistics and organisation

- Be able to work under pressure and meet deadlines
- Be able to communicate effectively both verbally and in writing
- Willing to work outside normal office hours if required
- Must be computer literate

## **CHARACTERISTICS**

- A true love of all things 'design'
- Organised with a real desire and superb eye for detail
- Ability to understand a design brief and what it needs to achieve
- Focused on consistently providing high service levels
- Positive attitude towards challenging situations and multi-tasking
- Excellent time management skills involving the ability to estimate accurately the time required to complete design work
- Self-motivated with the ability to work individually and as part of a wider team
- Willingness to learn new skills and develop existing ones
- Must be committed to making 'anything possible' with a 'can do' attitude

## **OTHER REQUIREMENTS**

- Able to travel throughout the UK and overseas
- Driving licence

## **DATA SECURITY**

At all times, you must work within the guidelines set out in the **drp** Information Security Policy and your Employee Confidentiality Agreement. Failure to do so will be deemed as gross misconduct.

## **FURTHER NOTES**

The role will be based primarily in our Worcestershire head office. There will be times when this role will require you to work from the company's other offices. You will be expected to work flexibly and undertake other related commercial duties both in the UK and overseas as the company may from time to time reasonably require.

At all times you must work within the guidelines set out in **drp's** Health & Safety Policy and Employee Manual.

## **THE COMPANY**

Established in 1980, we're one of Europe's most experienced and largest, fully integrated, award winning communications agencies. From the strategic communication consultancy, to our complete in-house production facilities for digital media, video, events & print, we deliver to companies of all sizes that span a wide range of markets.

***drp** is an equal opportunities employer.*