

**Job Title:** Graphics Designer  
**Department:** Graphics  
**Division:** Media  
**Based:** Hartlebury  
**Reporting to:** Head of Graphics

## **PURPOSE**

To provide creative design services for the entire business and external clients. Ranging from presentation creation & operation on-site, through to conceptual visuals & illustrations to support proposals. This may include working as part of a team, under the guidance of a senior member of the Graphics department or working on a stand-alone project.

## **PRINCIPLE DUTIES**

- Ability to take and interpret briefs from internal team members and external clients
- Deliver design and artwork for specified projects and briefs in a variety of media types
- Formulate concepts, deliver solutions and produce final graphical content for live events
- Support all other divisions of the business with design artwork services
- Contribute to the introduction of new technologies in the delivery of presentations and on-screen graphics
- Work directly with clients if required to provide creative design solutions to project requirements
- Work closely with the Motion Graphics team to provide innovative project results
- Take part in rehearsals and operation of screen graphical content on-site
- Take and interpret proposal briefs from internal team members and create visual support through sketches and illustrations, 3Dimensional graphics and other methods of visualization
- Must contribute to ensuring the company is viewed as a highly creative business
- Willing to work outside normal office hours when required in many locations throughout the UK and overseas
- CPD – keep up to date with new and emerging design trends ensuring continuous innovation.

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**

- As a new team member with growing experience, you are expected to share your knowledge with other colleagues

## **SKILLS / CHARACTERISTICS**

### **SKILLS**

- Strong design and creative conceptual design
- Strong layout and typography skills
- A superb attention to detail
- Must be able to use a wide range of computer design applications Inc. Adobe CS (Illustrator, Photoshop)
- Good knowledge of Microsoft PowerPoint and Apple Keynote
- Good knowledge of Microsoft Windows operating system, and Apple OS
- Good knowledge of Microsoft Office suite, including Word and Excel
- Must be able to competently co-ordinate digital files

- 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

## **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
- 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 DRPG's Information Security Policy and your Employee Confidentiality Agreement. Failure to do so may be treated as gross misconduct.

## **HEALTH AND SAFETY**

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

## **FURTHER NOTES**

The role will be based primarily in our HQ based in Hartlebury and will require regular travel to other office locations. 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.

## **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.

The **DRP Group** is an equal opportunities employer.