

Creative Scotland

Job Description



ALBA | CHRUTHACHAIL

Job Details

Job Title:	Graphic Designer		
Directorate:	Communications	Reports to:	Marketing Manager
Grade:	C		

Job Purpose

The role provides an effective visual communications and design service for Creative Scotland, supporting key corporate communications projects, partner projects and ongoing work across the organisation. Also, the role ensures that Creative Scotland's visual reputation is maintained to a high standard and within agreed brand guidelines.

Specialist Knowledge, Expertise, and/or Experience (if applicable)

Knowledge and expertise of design practice (creative application, technology and process management) and implementation experience of turning communications briefs into inspirational visual communications materials.

Key Duties & Responsibilities

Your job description is intended as a flexible framework which outlines the key areas of activity within your job. Other activities may be required which are not outlined in the list below but which are appropriate to the job grade.

You will lead on the development, design and production of all visual materials on behalf of Creative Scotland, including:

- All corporate publications, e.g. annual report, strategies, policies, etc.
- All visual materials supporting key projects, including the promotion of Film in Scotland at Cannes and other film festivals; the promotion of Scottish music at various key music showcases; and other projects across all art forms and creative areas.
- All promotional and corporate communications materials, e.g. pop-ups, event invitations,

Working with Marketing Manager and Marketing Officers, you will manage internal design projects within timescale and budget. When required you will also work on projects with external partners and source and manage external design and print suppliers as required.

As required, you will collaborate with the Digital Communications team to ensure that online representation is consistent with printed design and brand image.

Responsible for ownership, maintenance and update of Creative Scotland's visual guidelines and to ensure their application across all Creative Scotland visual communications

You will challenge existing design and use new (creative) ideas for the development and enhancement of the organisation's brand/image. Additionally, you will work with colleagues across the Communications Directorate supporting development and delivery on our [Multi-Year funding project](#).

Maintain an up-to-date understanding of existing and emerging design technologies as part of an effective visual design practice.

Ensure that all relevant internal (Design) documents, policies, procedures, guidance notes etc. are kept up-to date, legally compliant, internally compliant and are made available to all staff (where appropriate) on the intranet.

Participate in relevant initiatives, activities, and cross-organisational groups when required.

Person Specification	
Qualifications	<ul style="list-style-type: none"> • Either a relevant Graphic Design or similar undergraduate degree or equivalent professional experience in terms of the intellectual, reasoning and analytical requirements of the job.
Experience / Knowledge	<ul style="list-style-type: none"> • A minimum of 3 years' experience working as a Graphic Designer, with experience of design activities in a medium sized organisation or a design agency with significant external exposure. • Demonstrable understanding and experience of relevant existing and emerging software, including: <ul style="list-style-type: none"> – ESSENTIAL: Adobe CC InDesign, Photoshop, Illustrator, Adobe Acrobat – DESIRABLE: Adobe Premier Pro, After Effects and Dreamweaver • Experience of working closely with a range of internal and external colleagues / stakeholders to develop high quality visual communications materials. In-depth understanding of the design process from brief to end production working on projects from concept through to finished print-ready artwork. • Experience of managing external suppliers and balancing the needs of internal and external colleagues. • A solid background in organisational branding
Skills / Attributes	<ul style="list-style-type: none"> • Strong typography skills • Good interpersonal skills • Plain English writing skills • Highly organised, with ability to self-plan and prioritise workloads • Effective IT skills, particularly Microsoft Office