



Job Description and Person Spec

Job Title	Mid Weight Designer
Job Purpose	To deliver graphic design services to social enterprises and third sector organisations across Scotland under the direction and support of the Creative Lead.
Accountable to	Bold Principal Officer and Creative Director

Job Description

Primary Duties

1. Working with the current graphic design team to produce creative output for use in graphic design, branding projects and websites on behalf of our clients.
2. This will range from logo work to the design of leaflets, posters, booklets and various documents, editorials, illustrations and web design.
3. Supporting the development of motion graphics for clients.
4. Supporting the team with contributions to website design.
5. Assisting the team to take creative routes and get them print or web ready and order print
6. Liaising with sub-contractors including printers, photographers, web developers, animators and others.
7. Producing original artwork for both Community Enterprise and its initiatives for outward facing marketing strategies.
8. Liaise with the clients to produce work that fits specification and updating client on project process and progress
9. Taking notes on behalf of Bold when attending branding workshops and project inception meetings to collate into a working brief document for the design team to work from.
10. Effectively using our project management systems (Podio & Trello) for projects

Secondary Duties:

11. Support the creative development and implementation of Social Media marketing activities and campaigns.

12. Supporting Bold's brand development through design and standardised documents to support the Creative Lead
13. Supporting the various web-based activity of the organisation.
14. To provide pack shot photography and photoshopped mock ups to enhance promotion or our portfolio
15. Working flexibly as part of a small team
16. Contributing information to the Creative Lead for project proposals and tenders
17. Contribute to the day to day tasks of a creative studio

Person Specification

In addition to a sympathy for social justice, you will demonstrate a specialist knowledge and expertise in creative design (including logo design and design for print and web).

The suitable candidate will possess the following:

1. An organised approach to workload and time management
2. A deep interest in quality design
3. A passion for social justice
4. A sound knowledge of creative software primarily focused upon InDesign, Illustrator and Photoshop, with the ability to maximise the communication value of both in house bespoke artwork and client assets covering a range of numerous and diverse projects. Working knowledge of other CS elements a bonus
5. Comfortable designing for websites
6. Proven knowledge of typography, print process and some digital design.
7. Experience using the Microsoft Office Suite.
8. Creative flair with a strong visual sense of aesthetics.
9. The ability and confidence to present and explain original ideas to the team and other departments.
10. The experience to work through the creative process with clients who are new to branding and design and may require extra support.
11. Strong time management, reflecting excellent communication and organisational skills.
12. Ability to effectively prioritise workloads and meet strict deadlines according to needs of the business.
13. A portfolio that demonstrates innovative and original thinking.
14. Confident answering the office phone and speaking to clients

15. A sensitivity to and interest in social justice as all our clients are charities, community groups or social enterprises and our vision is to use strong branding and marketing to help them enhance their social vision.

Job Details

Hours	The post is for 37.5 hours per week
Remuneration	£25,000 to £30,000 depending on experience.
Location	Blended work, with some work from home and some time in the office in Glasgow and potentially visiting clients in the field.
Duration	2 years initially
Line Management	The post holder will be line managed by Bold Principal Officer and Creative Director
Employed by	CEL Trading (Trading as Bold)

How to Apply

Please send your designer's CV and a link to your portfolio to annie@bold-studio.co.uk

Closing date: 20/08/22 at 9am

Interview date: tbc (Where you will be asked to present a work example)

Further information

See job advert or call/email Doug on 07971 229339, hello@bold-studio.co.uk