

## Graphic Designer

We are a full service marketing agency, based in Wilton, near Salisbury.

Our work encompasses PR campaign planning, press release writing, feature writing, production of case studies, fact sheets, advertising, copy writing, photography, graphic design, website and print services, plus marketing training and consultancy services for a wide range of clientele.

We are highly imaginative and have a strong portfolio of satisfied clients who like our work and regularly come back for more.

For this position we are seeking someone with a minimum of 2 years commercial experience in an agency environment. A very high level of creativity and imagination – as well as the technical acumen to produce everything from logos and corporate identities, to display advertising, newsletters, brochures and visual concepts for websites.

We will supply the words and pictures. You will supply the creativity and know-how that puts it all together and makes it work on the printing press. All to a strict timescale and budget.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The successful applicant will be able to work in a multi-disciplinary team to develop and design marketing materials for a wide range of clients, from accountants and solicitors to schools and colleges. You will ensure that the materials consistently convey a sense of quality and professionalism.

### YOUR PRINCIPAL RESPONSIBILITIES

- Brochure design, typesetting, corrections, pre press work
- Website layout, style and concept design for subsequent construction by web developer
- Coordination of final printed product with the printer to ensure accuracy and overall quality.
- Working from, or taking creative briefs, words and pictures, and translating them into visual concepts and finished artwork.
- Keep work files in a clear and systematic way.
- Develop miscellaneous in-house promotional materials for the company.
- Design displays or exhibition sets for trade shows.
- Stay abreast of current design and print technologies.
- Competently use a digital camera as needed for graphic design support.
- Other day-to-day graphic design work, desktop publishing, or business support as requested to meet needs of the company.

### QUALIFICATIONS AND EXPERIENCE

Applicants should also have experience in the essential duties outlined above. Art degree or demonstrated commercial experience in graphic design and desktop publishing;

Everyday working experience of Quark Express 6, Photoshop CS, and Illustrator CS, Adobe Acrobat, dreamweaver;

Everyday experience of setting up work for print, and problem-solving pre press issues;

Knowledge or experience of Word, Entourage and PowerPoint;

Passion and enthusiasm for the creative graphic design;  
Familiarity with Web Design concepts;

## **QUALIFICATIONS AND EXPERIENCE ...continued**

Ability to handle multiple projects simultaneously while meeting deadlines;

Ability to remain calm when working under pressure and to tight deadlines;

An eye for detail;

Good experience of branding and brand development and strong conceptual design and campaign based portfolio;

Must be able to prioritize tasks in a fast-paced environment along with the ability to accept interruptions as part of the routine;

Self-starter approach to work, with an eagerness to consistently meet and exceed objectives and take on more responsibility.

## **Further Requirements**

Graphic design qualifications or experience (at least 2 years);

Ability to produce well designed, professional looking, marketing materials;

Ability to work as a team, with sales staff, writers, web designers etc, and;

Dedicated and professional attitude to work;  
Must be able to work with little or no supervision.

## **YOUR PORTFOLIO**

The above list of qualifications may sound daunting and you may only have some of them. That's why we place great importance in your existing portfolio of completed graphic design projects. If you do not have ALL of the qualifications listed here – but you have a good portfolio of completed projects to show us (either from previous employment or freelance projects), please apply. Send in your CV and a link to a website containing your projects (or put together a portfolio, book up a meeting and bring it in).

## **WHAT YOU WILL LEARN FROM US**

We will give you the chance to improve your critical thinking skills and your creative problem-solving skills. You'll be participating in the life of a growing creative business where ideas matter more than job titles, and where you have a chance to learn and succeed every day. Best of all you will be in the company of an accomplished team of creatives who enjoy their work, and are interested in sharing their experience with you.

Interested? Call Paula Barclay now on 01722 744033, and apply with your CV to: [paula.barclay@themustardagency.com](mailto:paula.barclay@themustardagency.com).

Successful applications will be asked for interview at which we will need to see a varied and up-to-date portfolio of commercial work.