

## Job Description

<b>Job title:</b>	Designer (0.6 FTE)
<b>Department/School:</b>	Arts
<b>Grade:</b>	4
<b>Location:</b>	<b>The Edge, Claverton Down, Bath</b>

### Job purpose

To devise and produce programme & exhibition identities and interpretation in line with wider brand development of The Edge and Andrew Brownsword Gallery

To design promotional material, online and print, for the full range department activities

### Source and nature of management provided

Programmes & Exhibitions Manager.

Communications Manager (Arts) - dotted line

### Staff management responsibility

None

### Special conditions

Hours per week may vary depending on the needs of the operation

### Main duties and responsibilities

<b>1</b>	Work with programming to design programme, event and exhibition identities, creating visual imagery as required, producing vinyl, interpretation and variety of visual content, linked to Edge and Andrew Brownsword Gallery brand
<b>2</b>	To provide all digital images as required, including liaising with artists to reproduce work for exhibitions & events and with publishers regarding images and submission formats for adverts and features in publications.
<b>3</b>	To produce and design publications and exhibition catalogues as required in liaison and under instruction from guest third parties as necessary
<b>4</b>	To maintain and update the in-house visuals of The Edge and Andrew Brownsword Gallery buildings to enhance and develop visitor experience in-situ as reflective of brand direction
<b>5</b>	Work with Communications team to design and produce promotional material for the full range of activities, including the production of print, e-newsletters, posters, images, digital screens, advertisements and flyers for exhibitions, events, classes and to help promote space use for income generation

<b>6</b>	Work with colleagues as instructed to source, create or modify images for event, exhibition and promotional use.
You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager. You are required to follow all University policies and procedures at all times and take account of University guidance.	

Criteria	Person Specification	
	Essential	Desirable
<b>Qualifications</b>		
Good level of general education	X	
<b>Experience/Knowledge</b>		
A strong background in creating, designing and editing written and visual content	X	
Knowledge and experience of maintaining and managing website design	X	
Experience of delivering design within an arts/exhibition context	X	
Effective skills in web-editing, desktop publishing, data management, presentation and image processing	X	
Knowledge and experience of InDesign and Photoshop	X	
Ability to add value to the creative ideas of others	X	
Experience of working within an academic environment		X
An interest in arts and the opportunities for incorporating this approach into the work of artists and organisations		X
Experience in creating gallery interpretation and arts design materials		X
<b>Skills</b>		
Excellent IT and web-based skills	X	
Excellent interpersonal skills with the confidence to deal with members of staff at all levels across the University and liaise closely with other members of the Edge Arts team on a daily basis	X	
Excellent time management skills with the ability to prioritise a varied and diverse workload and to work independently and calmly under pressure	X	
<b>Attributes</b>		
Ability to work in a team	X	
Good motivator of colleagues	X	
Proactive and flexible working approach	X	
Flexible towards working hours with events at evenings and weekends	X	