

## **Job Description for Keen as Mustard Marketing Designer**

*A vital role in a small team, the designer at Mustard must be creative, practical, enthusiastic and a real self-starter.*

Reports to: Mustard MD Lucy Davison

### **Tasks**

- Coming up with creative ideas and design artwork in response to a creative brief
- Ask appropriate and useful questions in order to hone a brief and ensure accurate design response
- Creating designs for a both print and web
- Creating visual identities and their applications to a range of items including PowerPoint and Word templates, stationery and websites
- Designing layouts for websites and digital newsletters or email advertising, liaising with Mustard's digital designer on the production of these items in an accurate and timely fashion
- Designing promotional displays including for exhibitions and trade shows
- Liaising with printers to secure accurate estimates and making recommendations for print
- Understanding the print process to create artwork to the correct specification
- Liaising with print magazine production teams to ensure artworks delivered on time and as required
- Source photography for clients and where necessary take photographs for Mustard or clients
- Design and manage the production of the Mustard website
- Looking after Mustard's IT (at a basic level) - particularly design programs. Sourcing and recommending appropriate software and hardware for the team
- Attending client meetings to present and discuss work
- Accurate filing and sharing of work through the server
- Assist with the office upkeep (hovering, bin collection, errand running, tea making, problem listening)

### **Skills**

- Good organisation and time management to manage multi-tasking and prioritise work to ensure deadlines are met.
- Working well in a team with other designers, account executives, website designers
- Consistently producing accurate and high quality work
- Excellent knowledge of Photoshop, Indesign, Illustrator, html, css, flash, javascript
- Must be able to work independently with little supervision, as well as in a team
- Good English skill is required

**Personality**

- Good sense of humour
- Honest, imaginative, energetic (Mustard values)
- Able to respond positively to constructive criticism
- Punctual

**Experience**

- 3 years experience in an agency or client side
- Experience in a small agency a bonus

**Hours**

- 9.30-6pm, 5 days a week at Mustard offices in SE1