**Junior Graphic Designer Job Description**

**Reports to – The Head of Sales and Marketing and Marketing Executive**

**General Responsibilities** –

The graphic design of branded, design-led materials for the following brands: Exeter Chiefs, Sandy Park, Exeter Chiefs Foundation, Community Chiefs and the Exeter Chiefs Trading Post (merchandise). Participating in a variety of design projects from concept to completion

**Main Duties and Responsibilities**

* Understand project requirements and concepts
* Meeting internal stakeholders to discuss the requirements of the job
* Estimating the time required to complete a job
* Thinking creatively to produce new ideas and concepts and developing interactive design
* Demonstrating illustrative skills with rough sketches and working on layouts ready for print
* Presenting finalised ideas and concepts to stakeholders and listen to feedback to hone skills and improve design
* Produce final design solutions (like leaflets, banners, adverts) adhering to brand guidelines
* Proofreading to produce accurate and high-quality work
* Continue to develop skills in Photoshop, InDesign and Illustrator and keeping up to date with emerging technologies and trends in the industry
* Working as part of a team with printers, copywriters, photographers, stylists, illustrators, other designers, web developers and marketing specialists

**Requirements**

**Person Specification**

The job holder must:

* Be experienced using InDesign, Photoshop and Illustrator
* Hold a portfolio or work and references to demonstrate experience
* Understanding of visual elements (layout, type and fonts)
* Ability to adhere to and protect brands
* A keen eye for detail
* Creativity skills and problem-solving aptitude
* A qualification in Design or a related field
* Be professional and well presented
* Be able to communicate well with people at all levels
* Be able to prioritise duties
* Be a team player
* Be able to work un supervised and manage your time efficiently
* Be confident, patient, friendly, reliable & self – motivated
* Be accurate with your work

This job description may not contain all the duties and responsibilities that may arise in this role and you may need to undertake other duties as instructed.

The candidate must be available to start work in early August 2019.