

Job Description and Advert

Junior Graphic Designer

Depending on ability and experience
Location: Leicester City Centre
Full-Time

About Associate Events

Formed in 2010, we are a creative events, brand management, PR and production agency based in the Midlands, with offices in Leicester, the Black Country and St Pancras, London.

We work across the UK offering a full PR and media, marketing and brand development, event management and production services from concept through to delivery. We work in a lively and fast-paced environment that is nothing short of diverse in terms of our clients and their requirements.

Our full-service offer encompasses bespoke events of all descriptions and in every sector imaginable, across festivals, corporate and educational events, digital, live-streaming and large scale outdoor events to providing event services for high profile venues.

Our people have worked with some of the world's most recognisable brands with companies such as Apple, Louis Vuitton, Audi and Google. In contrast, Associate Events also prides itself on its work with its smaller clients who are creating and innovating every day. Large and small, the broad range of organisations that we work with makes working at Associate Events a positive choice for anybody looking for their next step in the industry.

With such a mix of clientele, from both the public and private sectors, we are able to assist the small with big ambitions and help the large with creativity and innovation. We appreciate that all of our clients have extremely varied, distinct and bespoke requirements – our team have developed a reputation for their ability to listen, understand and for working both with and for our clients to deliver tailored results and market leading value.

Our industry, supplier, business, customer and political links are wide reaching and have helped a number of our clients achieve what they believed to be unobtainable within their budget.

We believe in partnerships, whether this is with clients, sponsors or suppliers. Our clients return to us for our discreet and professional approach, industry and supply contacts, event innovation and most importantly, our reputation and ability to deliver.

www.associate-events.com

[@associateevents](#)



Junior Graphic Designer

We are seeking a passionate, organised and dynamic Junior Graphic Designer to work across our portfolio of highly complex and multi-faceted regional, national and international projects.

Working closely with the Senior Graphic Designer and the Communications Director, you will be responsible for supporting the creation and delivery of all graphic design aspects of the activities for Associate Events and our exciting array of clients. You will be a proactive, confident, have a flair for original ideas and an excellent eye for detail.

Working alongside our project, digital, marketing and PR teams, you will need to have a hands-on yet strategic approach; be able to multi-task with conflicting priorities and demonstrate knowledge and confidence in your creation and design skills; delivering tangible results for us and our clients.

This is the perfect position for a proactive, developing designer with the confidence to deliver quality designs and campaigns that enhance the physical and digital messaging and visual output for our company and clients.

Main responsibilities:

As a graphic designer you'll need to:

- meet clients or project managers to discuss the business objectives and requirements of the job
- developing design briefs that suit the client's purpose
- thinking creatively to produce new ideas and concepts and developing interactive design
- using innovation to redefine a design brief within time and cost constraints
- presenting finalised ideas and concepts to clients or account managers
- working with a range of media and software as well as keeping up to date with emerging technologies
- demonstrating illustrative skills with rough sketches and working on layouts ready for print
- working as part of an internal and external team with printers, copywriters, photographers, illustrators, other designers, project managers, web developers and marketing specialists.



Essential Criteria

- 2+ years' experience in a graphic design role
- Proficient in Adobe Creative Cloud (particularly InDesign), Photoshop, Illustrator and Microsoft Office.
- Experience of delivering multi-faced design campaigns
- An ability to demonstrate creative and innovative intuition and flair
- Exceptional management, planning, time and delivery skills
- Ability to multi-task with conflicting priorities and time pressures and own multiple campaigns at any one time
- Must be used to work in a fast-paced work environment and adaptable to change
- Collaborative and eager to build strong relationships both internally and externally
- Willingness to travel to other areas of the UK and work flexibly as projects require (intermittent)

Desirable Criteria

- Brand management and market placement experience
- Good digital knowledge with sound web and digital coding skills
- Experience of having worked across multiple business sectors
- Experience of working with external agencies and liaising with multiple stakeholders
- Proficient in Mailchimp, Wix and Editor X

Personal attributes

- Fluency, preferably at a native level, in English with exceptional writing and editing skills.
- Personable with the ability to build relationships
- A team player with a positive, 'can-do' attitude

No aspect, words or meanings contained within this Job Description / Advert form any part of a contract or guarantee of continued employment or associated terms between the company and the perspective employee.

To apply:

Please email your CV with covering letter to Lucy Wait lw@associate-events.com .

Thank you for your interest in Associate Events, we hope to meet you soon.....

Associate Events Limited is committed to Equal Opportunity in employment, and welcomes applications from all sections of the community

