

**Job Description**

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| **POST DETAILS** |
| **Organisation** | The Marlowe Trust |
| **Location** | The Marlowe Theatre and The Kit |
| **Job title** | Assistant Designer |
| **Reports to** | Design & Brand Manager |
| **Salary** | £20,997  |

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| **JOB PURPOSE** |
| To support the Design & Brand Manager with the design of promotional materials for the purpose of promoting The Marlowe’s shows and activities and to achieve the theatre’s mission.  |

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| **PRINCIPAL ACCOUNTABILITIES** |
| * As directed by the Design & Brand Manager, to assist in the creation of designs for a wide range of print and digital marketing materials to promote The Marlowe’s programme of shows and activities.
* As directed by the Design & Brand Manager, to assist with the listing of show information on The Marlowe’s website to help promote The Marlowe’s programme of shows and activities.
* As directed by the Design & Brand Manager, to assist with the creation of photography and video content to help promote The Marlowe’s shows and activities.
* As directed by the Design & Brand Manager, to assist with the design of The Marlowe’s publications, including programmes and The Marlowe Friends magazine.
* As directed by the Design & Brand Manager, to help coordinate the delivery of design jobs for different theatre departments.
* Respond to standard enquiries and escalate non-standard queries/complaints within appropriate timescales, to ensure a high quality service for both internal and external customers.
* Comply with theatre policies and procedures to ensure consistency of service delivery and that the theatre is fulfilling its obligations.
* To develop professional knowledge and skills through active engagement in the duties and objectives outlined above, and to undertake training approved by The Marlowe’s Operational Management Group.
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| **REQUIRED ATTRIBUTES** |
| **Knowledge** | * Good knowledge of the relevant design software.
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| **Skills** | * Good level of skills in using Adobe Creative Suite design packages including Photoshop, InDesign, Illustrator and Lightroom.
* Good IT skills.
* Good level of skills in using Adobe video editing software. including Premiere Pro, Bridge, After Effects and Audition.
* Basic level of experience using CMS website editing systems.
* Basic level of written and verbal communication skills.
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| **Experience** | * Basic level of experience in professional design work, for both print and digital media.
* Basic level of experience of film-making and editing.
* Basic level of experience of managing and developing a website.
* Basic level of experience using a Content Management System (CMS)
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| **Qualifications** | * GCSEs (or equivalent) in Maths and English at Grade C or above.
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| **JOB DIMENSIONS** |
| **Annual budgetary amounts** | Nil |
| **Number of staff reporting to the job holder** | Nil |
| **Any other relevant statistics/information** | Nil |

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| **NATURE OF CONTACTS** |
| **Internal** | The post-holder will come into contact with:* The Design & Brand Manager on a daily basis to schedule and discuss upcoming design projects.
* The Marlowe’s Box Office team on a weekly basis to assist with the listing of events on the theatre website.
* The Marlowe’s Creative Projects team on a weekly basis to assist with the creation of photographic and video content.
* The Marlowe’s Publications & Communications Officer on a weekly basis to discuss designs required for Marlowe publications.

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| **External** | * Theatre producers and managements, and their representatives, on an occasional basis to discuss designs of show artwork.
* The external supplier of The Marlowe’s website on an occasional basis, to report errors and to plan future developments and improvements.
* The external supplier of The Marlowe’s electronic screens on a weekly basis, to report errors and develop new uses for the screens.
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| **WORKING ENVIRONMENT** |
| Some evening and weekend work  |