

# ARTWORK COMMISSIONER & PICTURE RESEARCHER

JOB INFORMATION PACK

*Join one of the  
UK's leading  
design agencies  
dedicated to  
editorial design*

emcdesign

## WHO ARE WE?

Based in a village just on the outskirts of the old market town Bedford, emc design is one of the UK's leading design agencies for the publishing industry.

Bedford is a short distance from junction 13 on the M1 with good routes east to the A1 and Cambridge. London, St Pancras is 30 minutes by train. The centre of Bedford is just over 4 miles from our studio.

We are passionate about what we do and have built up an unrivalled reputation in producing high-end multi-component (print & digital) resources for international educational publishing markets.

## OUR VALUES

**A first-class company** – It's very important to us that we maintain our position as one of the best editorial design agencies in the UK; not only for our clients and suppliers, but also for our staff.

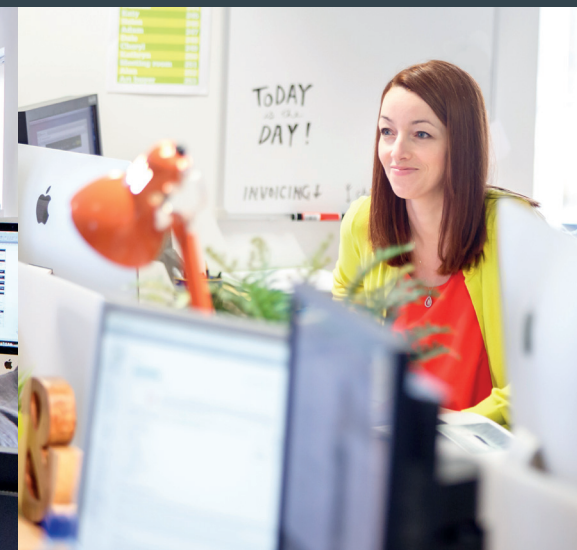
**Constantly improving** – It's the small things that count. By constantly making small improvements we believe we can have a significant impact – on our work, our industry and our community.

**Best service** – Quality, accuracy and creative excellence are fundamental to providing the best service, and we work hard to communicate clearly with our clients and suppliers.

**Our community** – From supporting local events and charities to engaging with our industry, community and people are really important to us.



*Our working environment is really important to us and our studio space is open and light with eating and relaxing areas, air-conditioning, super fast broadband and space to grow for the next few years. There's also lockable bike sheds and showers for those cycling to work.*



# WE'RE BIG AND SMALL...

We work in small teams, dedicated to individual clients and projects, and being one of the biggest agencies in our sector means we're able to resource the largest courses and the tightest schedules.

At **emc design**, we invest in bringing together the right mix of skills to offer any level of support based on our clients' individual needs.

## DESIGN & PRODUCTION

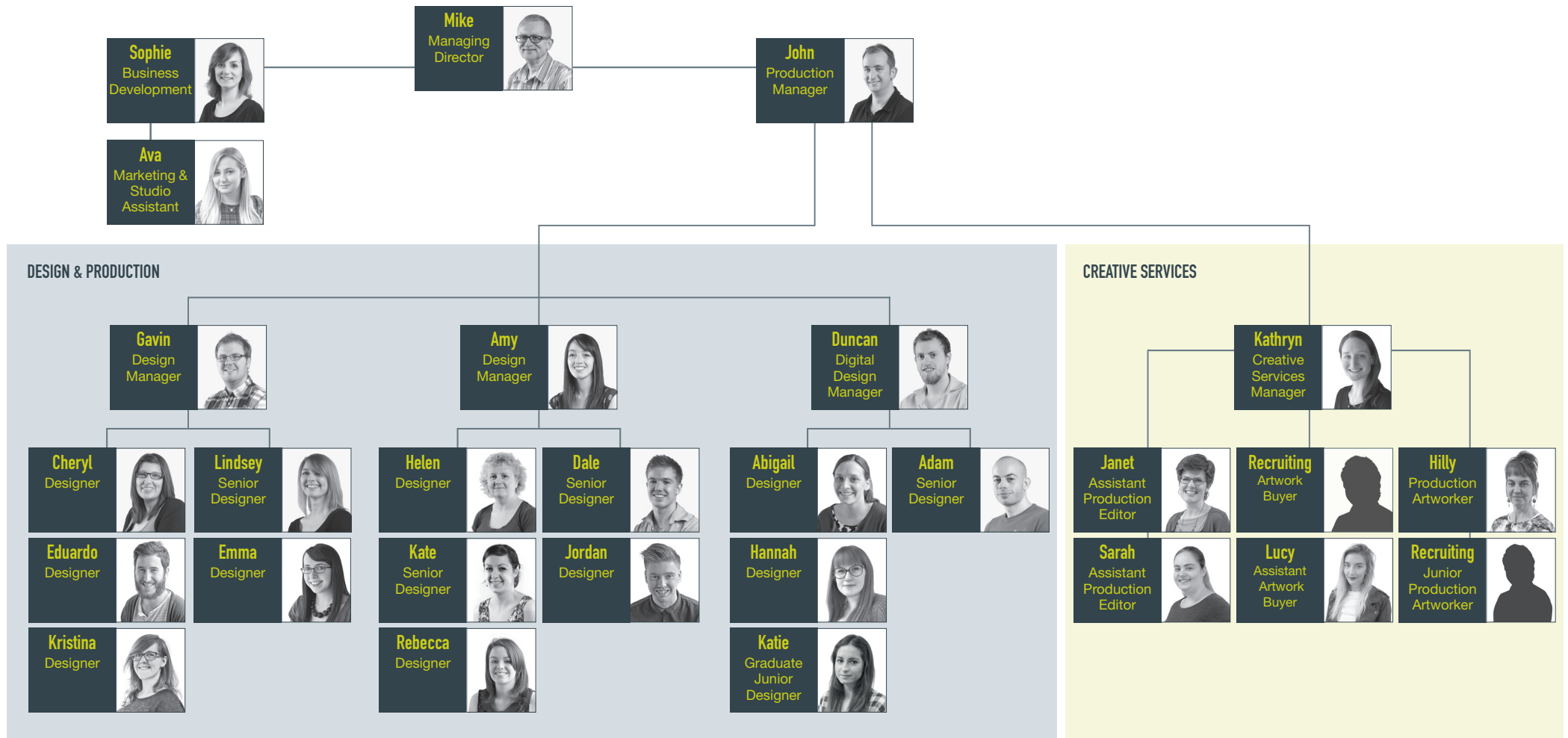
- unrivalled reputation for forward-thinking creative and editorial design
- passionate about quality and technical accuracy
- committed to building and maintaining long-standing relationships with clients

## CREATIVE CONTENT

- built on an established network of trusted suppliers around the world
- sourcing engaging material on time and within budget
- always up-to-date with our clients' licensing and market requirements

## PROJECT MANAGEMENT

- tailored, flexible project management built on great communication
- managing schedules and budgets
- unique problem-solving expertise rooted in trust and experience



## WHO ARE OUR CLIENTS?

Our clients are some of the top publishing companies in the world, and they choose their external partners very carefully. Clients return to us because we have a team of exceptional people who deliver stunning design, technically accurate files, and exceptional creative assets, on budget and to deadline.

We are proud to include as regular clients: Cambridge University Press, Oxford University Press, Macmillan Education and Palgrave Macmillan, Pearson Education, Cengage and National Geographic Learning, Carlton Books, UCL's Institute of Education Press, Nowa Era, RedNova Learning (USA based) and new publisher Illuminate Publishing.

And because we are considered specialists in the field of English Language Teaching (ELT) we have been invited to work with Kaplan International, the independent language school, in an advisory capacity to develop their course material. We are also currently working directly with authors.

*“Publishing is a fast-moving business that thrives on creativity and collaboration. With over 100,000 books published each year in the UK alone, publishing contributes more to the British economy than any other creative industry.”*

*Anna Faherty, Senior lecturer  
MA Publishing Programme, Kingston University*

CAMBRIDGE UNIVERSITY PRESS OXFORD UNIVERSITY PRESS  
PEARSON EDUCATION NOWA ERA MACMILLAN EDUCATION  
PALGRAVE MACMILLAN CENGAGE AND NATIONAL GEOGRAPHIC  
KNOWLEDGE TRANSMISSION IOE PRESS CARLTON BOOKS  
REDNOVA LEARNING ELTJAM BALBERRY PUBLISHING

# ARTWORK COMMISSIONER & PICTURE RESEARCHER JOB DESCRIPTION

Responsible to Creative Services Manager

## Main Purpose of Job

We are one of the UK's leading print & digital design agencies for publishing.

The main purpose of the job is to support the studio with the commissioning of artwork, illustrations and other media for use in educational books and components.

## Company Objectives

**Agency productivity:** internal production and design processes, systems and communication.

**Client development:** the delivery of high quality client services, particularly creative outputs, to optimise the retention and growth of the best and most profitable clients.

## Main Duties of Job

This is primarily an administrative role, which needs someone with excellent organisational and communication skills. We are ideally looking for someone who has experience within a similar role either within the publishing or design industry. You will be sourcing suitable artists worldwide from our database to ensure we supply the best artwork for our clients projects, within the allowed time and to budget. And you will be responsible for undertaking photo and other media research, including the clearing of rights and permissions. You may also be asked to carry out any other tasks associated with being part of a busy design and production team working on multiple projects for an international market.

- The commissioning of illustration involves checking and amending (if necessary) artwork briefs and liaising with artists and agencies from our worldwide database. You will also be responsible for scheduling the work and ensuring work is delivered on time and within the allocated budgets. A history and record of dealing with every artist to be kept on the company's database of artists on our server.
- You will also be expected to help find new illustrators to add to our database through attending exhibitions, events & online networking.
- You will also need to be able to commission audio, visual, animations and other media.
- You will be responsible for undertaking the research and sourcing of photographs and images on the web for clients. These includes rights-controlled images from commercial photo libraries, which would involve finding appropriate photos from a brief/list supplied by the client and downloading them for use in books and other components. You will also be sourcing permissions, clearing reproduction rights and maintaining records on a project-by-project basis.
- You will need to attend artist and photo selection meetings at our clients premises.
- Experience of managing photoshoots would also be advantageous but not essential.
- You will need to keep detailed and accurate records especially in regards to the licenses and rights obtained (and issued) in accordance with our clients' individual requirements.
- Our studio fees/costs, artwork costs against budgets, and time spent on each project need to be accurately recorded. These figures to be entered accurately in Microsoft Excel and our studio management software, as required.
- Communicating with clients regarding the work, budgets and schedules. Passing on contacts/ leads for potential new work or other contacts/ referrals within existing clients. Recording such contact in our studio management software.
- Working quickly and efficiently, within or better than budgets.
- Part of the job is to also maintain quality control of your own work which includes the responsibility of checking your own accuracy in this area, as well as keeping a record of your time both in a manual diary and using our studio management software.
- Involvement with promoting artwork commissioning and picture research as an agency service to gain new business.

# SPECIFIC COMPETENCIES – ARTWORK COMMISSIONER & PICTURE RESEARCHER

Competency description	Knowledge/ Skill/ Attitude/ Behaviour
<b>Artwork commissioning</b>	
Self-motivated and able to work unsupervised.	B
Ability to understand a brief – an analytical approach with an understanding of the financial aspects – to be able to identify elements that might have a cost or resourcing impact on the company. As well as an understanding of situations that may cause issues for projects completion.	K/S
Aptitude in software – Microsoft Excel & Word (ideally at an advanced level) web search skills, maintaining databases. Aptitude in InDesign (working towards medium level, training provided).	K/S
Experience of using Macs – troubleshooting, font issues etc.	K/S
Assertiveness and skills to negotiate costs / budget discrepancies and estimates.	K/S/A
Ideally to have had experience of managing commissioned photoshoots.	K/S
Ideally to have had experience in a similar role within the publishing/design industry.	S/K
<b>General</b>	
Excellent organisational skills – the ability to manage multiple complex projects successfully.	S
Experience of managing junior members of a team/department.	S
A personable character to help develop good relationships with clients and suppliers to the benefit of the company.	A/B
The aptitude to record client conversations and activity accurately and regularly in our CRM systems.	S/A
Knowledge of the publishing industry and understanding of current issues facing the industry, including copyright, licensing and rights management issues.	K
Knowledge and understanding of the artwork/illustration processes.	K/S
Can-do attitude with a willingness to do everything necessary to get the job done.	A
Ability to problem solve (technically & creatively).	K/S
Time management skills – keeping a diary and being effective with your own time.	S
To contribute to the successful running and sustainability of the company.	A/B

## INTERESTED?

Great! All you need to do next is complete the application form found on our website [www.emcdesign.org.uk/joinus/](http://www.emcdesign.org.uk/joinus/)

This gives you the opportunity to tell us why you're the best person to join our creative services team as a senior Artwork Commissioner & Picture Researcher.

Please complete as much of the application form as you can and in as much detail. We use this to see which candidates we will take forward to interview.

We are looking for someone to start asap, so if we think you have the right skills we will be in contact straight away.

**BEST OF LUCK WITH YOUR APPLICATION**

emcdesign

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