EMC DESIGN GRADUATE SCHEME 2018-2019

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.

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 areas to eat and relax. Just 4 miles from the centre of Bedford and with good travel links to the M1, A1 and London, our studio is fully air-conditioned with 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.
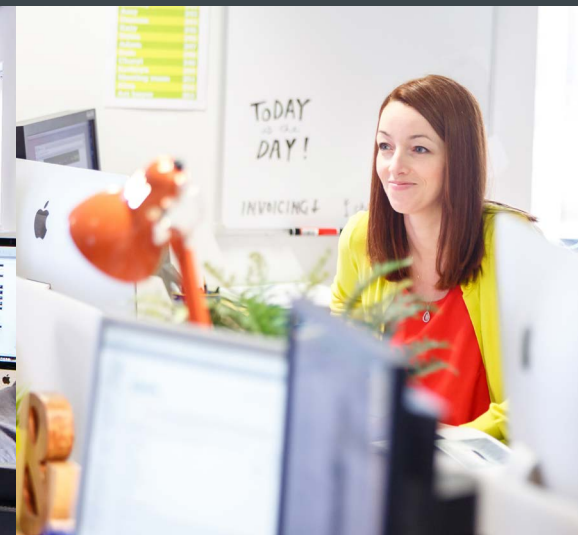
WE'RE BIG AND SMALL...

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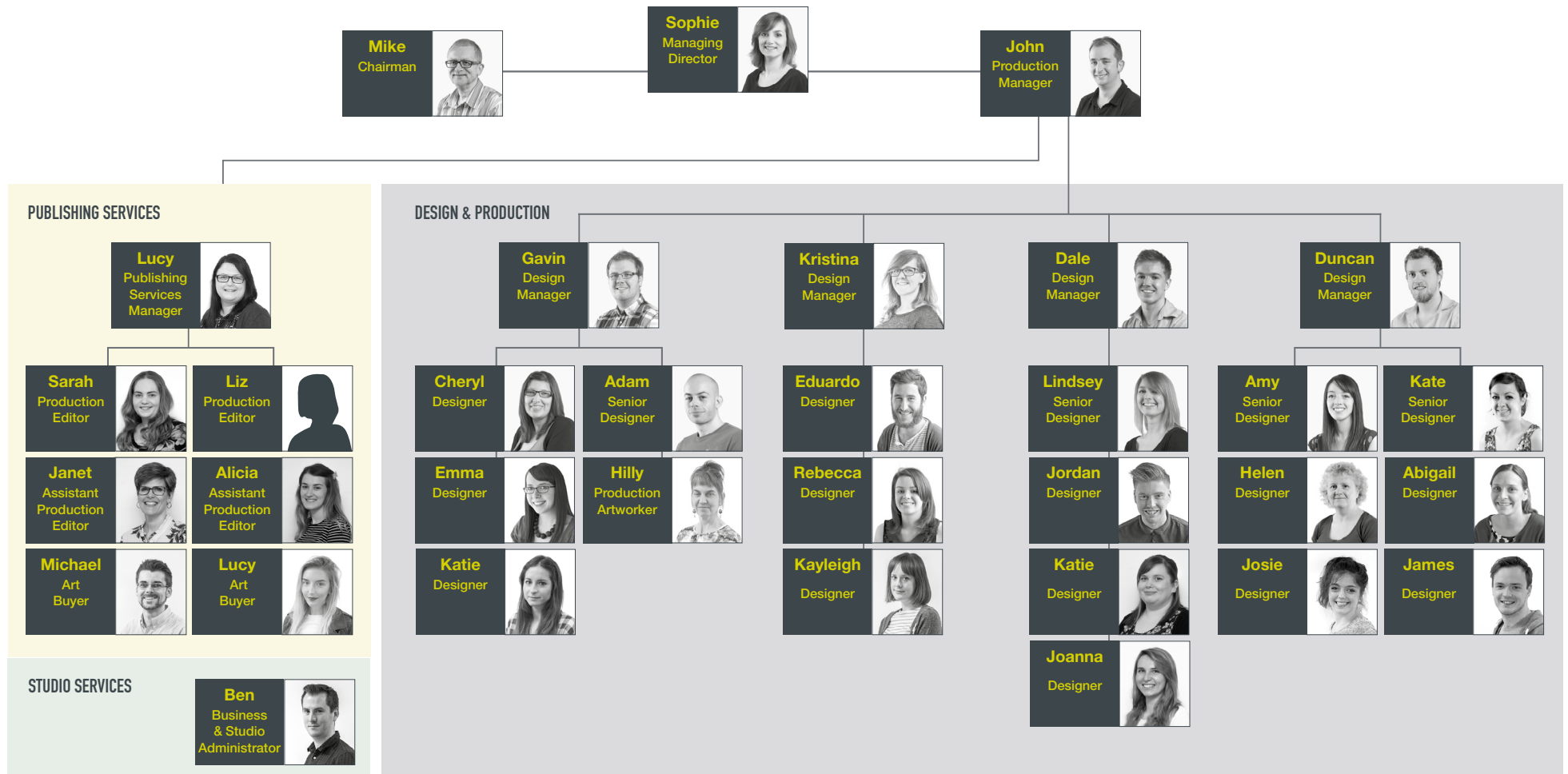
DESIGN & PRODUCTION
- unrivalled reputation for forward-thinking creative and editorial design
- passionate about quality and technical accuracy
- committed to building and maintaining long-standing relationships with clients

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

Mike — Chairman

Sophie — Managing Director

John — Production Manager

PUBLISHING SERVICES

Lucy — Publishing Services Manager

Sarah — Production Editor

Liz — Production Editor

Janet — Assistant Production Editor

Alicia — Assistant Production Editor

Michael — Art Buyer

Lucy — Art Buyer

STUDIO SERVICES

Ben — Business & Studio Administrator

DESIGN & PRODUCTION

Gavin — Design Manager

Cheryl — Designer

Adam — Senior Designer

Emma — Designer

Hilly — Production Artworker

Katie — Designer

Kristina — Design Manager

Eduardo — Designer

Rebecca — Designer

Kayleigh — Designer

Dale — Design Manager

Lindsey — Senior Designer

Jordan — Designer

Katie — Designer

Joanna — Designer

Duncan — Design Manager

Amy — Senior Designer

Kate — Senior Designer

Helen — Designer

Abigail — Designer

Josie — Designer

James — Designer

THE COMPANY

emc design has been steadily growing over the past few years, and the company has always had the ethos of bringing in design graduates with the aim of training them in-house, on live jobs from day one.

Mike Cryer founded the company in 1990 and has been passionate since then about bringing in the best new designers the industry has to offer.

Our culture is to nurture and develop already very talented designers who have been taught the fundamental basics of good design at undergraduate level, including typography, information design, layout skills and concept development. We look for people who have the enthusiasm and potential to become the very best editorial designers.

We have been bringing in junior designers from day one and our first ever full-time employee John, is still with us today. He has progressed through the company to being in charge of the whole studio as our production manager.

In a well-proven scheme, we train and develop our designers in the technical and creative side of the job – teasing out an in-depth understanding of how form and function balances when designing for the educational publishing markets.

We are committed to ensuring that we continue to grow the company to provide long-term career opportunities for all our staff. In line with our business strategy we have just taken on an additional unit here on-site to give us over 5,000 sq ft of creative space. Come and help us fill it!

Meet Adam

Adam, who is now a senior designer, joined us in 2010 straight from Uni.

What's your background into design?

I spent lots of time as a child drawing and entering colouring competitions. Then, on a home computer at aged thirteen, I started to learn Photoshop and make digital graphics and build websites.
I stuck with it and went to college and university, finishing with a 1st BA Hons Degree at the University of Northampton.

How would you describe your style?

My style has evolved since working at emc. I had always used simplicity and mini list styles to convert information through icons and infographics. But being given the opportunity to work on projects for both kids and adults I have started to bring brighter colours and more fun graphics into my style for the younger books.

How long have you been at emc?

It will be coming up to 8 years this summer. I started as a junior in August 2010 and since then I have progressed to become a senior designer – a huge milestone for me.

What do you enjoy most about the work here?

The work I enjoy the most are the really creative projects. I like creating complex realia (mocked up samples of written English), also the opportunity to work on concept design projects for a range of ages from kids to adults. Challenging layouts and deadlines keep you on you toes. It is also great to be working in a nice friendly environment as part of a team who supports each other.

How has working at emc helped you to develop as a designer?

Working at emc has helped me enormously to develop as a designer. Specifically with technical skills, typography, problem solving such as the challenges of fitting so much content on one page, an array of design techniques and skills to make sometimes very basic content (workbooks, etc) come to life, and my layout skills and time management has improved.

What has been your favourite project to work on and why?

Beyond, for Macmillan Education. One of the biggest and most design intense jobs to have gone through the studio. A huge challenge of taking lots of content and designing with very complicated layouts – the first project I've been completely in charge of.

Anything else that you want to say about us that someone joining might like to know about – good or bad?

The studio has a mixture of creative and production work. Sometimes it's good to have a mixture to let your creative brain recharge. But there will be days in the studio where the production work is due out and you may find yourself getting involved in less design work. The key to this job is to excel at and enjoy both, and it can be a lot to take in and learn at first.

CAMBRIDGE UNIVERSITY PRESS
OXFORD UNIVERSITY PRESS
MACMILLAN EDUCATION/RED NOVA
EDUCATIONAL COMPANY OF
IRELAND PEARSON EDUCATION
CENGAGE LEARNING
NATIONAL GEOGRAPHIC LEARNING
CORPORATE LEARNING ALLIANCE
ILLUMINATE PUBLISHING
INSTITUTE OF EDUCATIONAL PRESS
FOLENS BALBERRY PUBLISHING
KOGAN PAGE RICHMOND ENGLISH
ACTIVE IQ HARPERCOLLINS
CGP BOOKS SCHOLASTIC
BCS LEARNING WORTH PRESS
PALLGRAVE MACMILLAN

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, on-budget and to deadline.

We are proud to include as regular clients: Cambridge University Press, Oxford University Press, Macmillan Education, Pearson Education, Cengage Learning and National Geographic Learning, EDCO, Folens, Institute of Educational Press, Illuminate Publishing, Kogan Page, Richmond English and Scholastic.

"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

SO WHAT'S SO GREAT ABOUT EDITORIAL DESIGN?

Why do we specialise in editorial design and why in the publishing industry?

Quite simply, we believe it is one of the most challenging and rewarding areas of graphic design.

The publishing industry is evolving at a rapid pace, providing us with lots of new opportunities to grow and develop as a company. The work is fast-paced and challenging as we continually meet the changing needs of our clients. It's an exciting, global market and it's constantly being driven by customer demands.

One of the challenges facing the publishing industry is the shift away from printed books. Mobile and online technology has dramatically changed the nature of what we do in a short space of time. But, with challenges come opportunities and publishers are valuing and understanding the importance of placing good design at the centre of what they do.

Customers are becoming more savvy in their purchases and products have to stand out in a competitive market place.

Design is at the centre of this. And so are we!

Get involved in

CONCEPT DESIGN SERIES DESIGN COVER DESIGN PAGE AND SCREEN LAYOUT INTERPRETING COMPLEX BRIEFS CHALLENGING REALIA CREATION TEXT FORMATTING USING GREP MANAGING LARGE MULTI-COMPONENT SERIES BRAND MANAGEMENT ACROSS DIFFERENT SERIES APPS E-BOOKS INTERACTIVE PDFS WEB-SITE DESIGN PRIMARY TO ADULT LEVELS ELT SCHOOLS TRADE EDUCATION THE FULL ADOBE CREATIVE SUITE

WHAT KIND OF GRADUATES DO WE LOOK FOR?

Competency description	Knowledge/ Skill/ Attitude/ Behaviour	Weight
Design		
A degree or HND in Typography or Graphic Design (not media, illustration or other related arts degrees)	S	10
High degree of creative ability, with an interest in editorial design. In other words, to take narrative or instructional information and to be able to read and interpret the meaning, cultural references and other signposts, to create a valid design solution for the client and market	S	10
A good technical approach to using software – a willingness to dig deep into the depths of Creative suite to become a more capable designer	K/S/A	6
Production		
Tenacious attitude and obsessive eye-for-detail when applied to (100%) accuracy in carrying out and checking editorial corrections and working towards 100% in spotting design elements/non correction attributes of work in production.	S	10
Ability to be self-critical in the interests of improving as a designer	A/B	9
Aptitude in InDesign (medium level)	K/S	8
Aptitude in Photoshop/Illustrator/Word, others (medium level)	K/S	6
Experience of using Macs – trouble shooting, font issues etc	K/S	6
General		
Excellent organisational skills – the ability to manage own projects successfully	S	10
Can-do attitude with a willingness to do everything necessary to get the job done	A	10
Time management skills – keeping a diary (manual and electronic) and being effective with your own time	S	10
A personable character able to get on with other designers in a team	A/B	9
Ability to problem solve (technically & creatively) – not to give up in the face of difficult challenges	K/S/A	8
Knowledge of the Publishing industry and understanding of current issues facing the industry	K	4

And we will pay you!

Starting salary for junior designers is £18,540 plus £500 relocation expenses if you have to move into the Bedford area. All overtime (at peak times) is paid, although we don't usually ask our graduates to do this until they have achieved a competent level of ability in production.

As you progress through the company, these are the current salary scales that apply:

Junior designer: **£18,540** to **£23,000**
Middleweight designer: **£20,604** to **£30,385**

There is plenty of scope beyond this for senior designer level and beyond...

For some hints & tips on our application process read this blog post.

Relocating?

We offer a £500 re-location fee and help in finding a place to live locally.

WHAT TO EXPECT

First few weeks
Initial induction, meeting everyone and getting to know people.

Finding out how the studio is managed, how jobs work, who our clients are, who's who in the emc team. Your first work is likely to be using InDesign on existing jobs, carrying out corrections and formatting text. We'll be assessing your skills in the Adobe CC suite. You will be doing some of our training modules on Lynda.com.

First month
We start to give you more creative work such as realia, or to contribute for example on a cover design. Informal meetings with your Design manager to review your progress.

2–3 months. How are things going?
You'll be starting to think about improving accuracy and developing our trust in what you are doing. All through this time there will be one-to-one supervision and instruction as well as constructive feedback.

6 months
The dreaded 6 month appraisal. But we make it a positive experience, usually over lunch. We'll give you constructive feedback on progress so far. We analyse what your strengths are and where you might need further support or training. Then we set clear goals for the next year. Then at the end of the 12 months, we will have an informal assessment to review your progress and clarify your goals.

12 months and beyond
This is the time when we look for an increase in production speed, but not at the expense of accuracy. Technically you will have improved more than you could have imagined when you started and this speed increase comes naturally. Creatively you will be working on more complex projects and taking responsibility for individual jobs.

As you develop as a designer you will be working more independently and more creatively. This will include being involved in more complex layout as well as original text and cover designs. Progress is assessed within the appraisal system.

Middleweight designer?
Or senior? It is up to you. We reward and recognise progress in the company, we have a formal salary scale, contributory pension and annual bonus scheme and most of our graduate designers have chosen to stay with emc and have progressed through the company.

Meet Jo

Jo joined us in August 2017 from Uni.

Tell us about your first few weeks.

I was really nervous about starting my first real job, but it helped that I started with two other graduate designers so we were all in the same boat. Everyone was welcoming, and Sophie and Mike made every effort to make sure we fitted into the company – we even went out for a company meal soon after joining! My desk is positioned next to a design manager, so I had a lot of support throughout the first few weeks.

And the first project you worked on?

The first project I worked on was editorial corrections for Big Bright Ideas. The design studio was incredibly busy at the time, so we were thrown into the deep end within hours, working on live jobs. This was a bit nerve-wracking, because I knew from the start that everything I was doing was important and would be seen by real clients, but EMC made sure I had the time to complete the work, and put emphasis on quality over a quick turnover.

And the first month?

The first thing I learnt starting here is that I actually didn't know an awful lot about Adobe InDesign (despite thinking I was quite fluent in it at uni!). This was daunting at first, but no one expects you to know everything coming in, and the team are all really supportive. There was always someone to ask if I got stuck, and the team are very happy to sit down with you and explain things whilst you take notes! My InDesign knowledge and general design technique grew so much in the first month.

At six months?

Well, my 6 months appraisal wasn't really an appraisal, it was a very informal chat where I was told everything was going well. You're constantly being shown new things to do and feedback is something that is worked into pretty much every task and job you do.

Where are you today?

I'm still learning something new everyday. The studio has a great mix of designers, so there are people to help me when I get confused with Illustrator, and I sometimes help people who get stuck in Photoshop. I've worked on a number of different jobs since starting, and no two days are the same. The work is nicely varied, so some-days I'll be doing editorial corrections, cover designs, realia or photoshop work. I'm slowly feeling more confident in my ability, and being given more responsibility in the projects I'm working on.

What's next?

I've done a little bit of typesetting and creative page layouts in the past few months, but I would love to do more of that type of work going forward as I find it really rewarding. I hope to continue to learn and grow at EMC, as it is a great and friendly working environment.

GRADUATE SCHEME APPLICATION PROCESS

1 Send us your PDF portfolio and CV to jobs@emcdesign.co.uk by Sunday 8th July.
Please ensure that your portfolio consists of projects that you have designed, and not just collaborations with your peers.
Hint – the way you layout your CV and present your work says a lot about you and we take this into consideration when reviewing possible candidates.

2 We will compare your details against our job criteria and if we think you would be a good fit, we will then contact you and invite you to the next stage of our recruitment process which will be to complete our online application form.

3 Suitable applicants who meet the person specification will then be invited in for interview.

Please note that this is a full-time (37.5 hours, 5 days a week) role based at our studio in Oakley.

Our interview process is quite an in-depth one, designed to give you and us time to get to know each other a little bit. The interview will likely include an informal chat about the company and role, a tour around the studio, a chance for you to show us your portfolio, and then a panel interview with job and person specific questions. We then ask you to complete some competency tasks that reflect the type of work the job comprises.

EMC Design is an Equal Opportunities Employer.
Please let us know if you need any assistance with your application.

Please read our Privacy Notice for job applicants if you would like to know how we use the data you submit to us.

Best of luck with your application

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