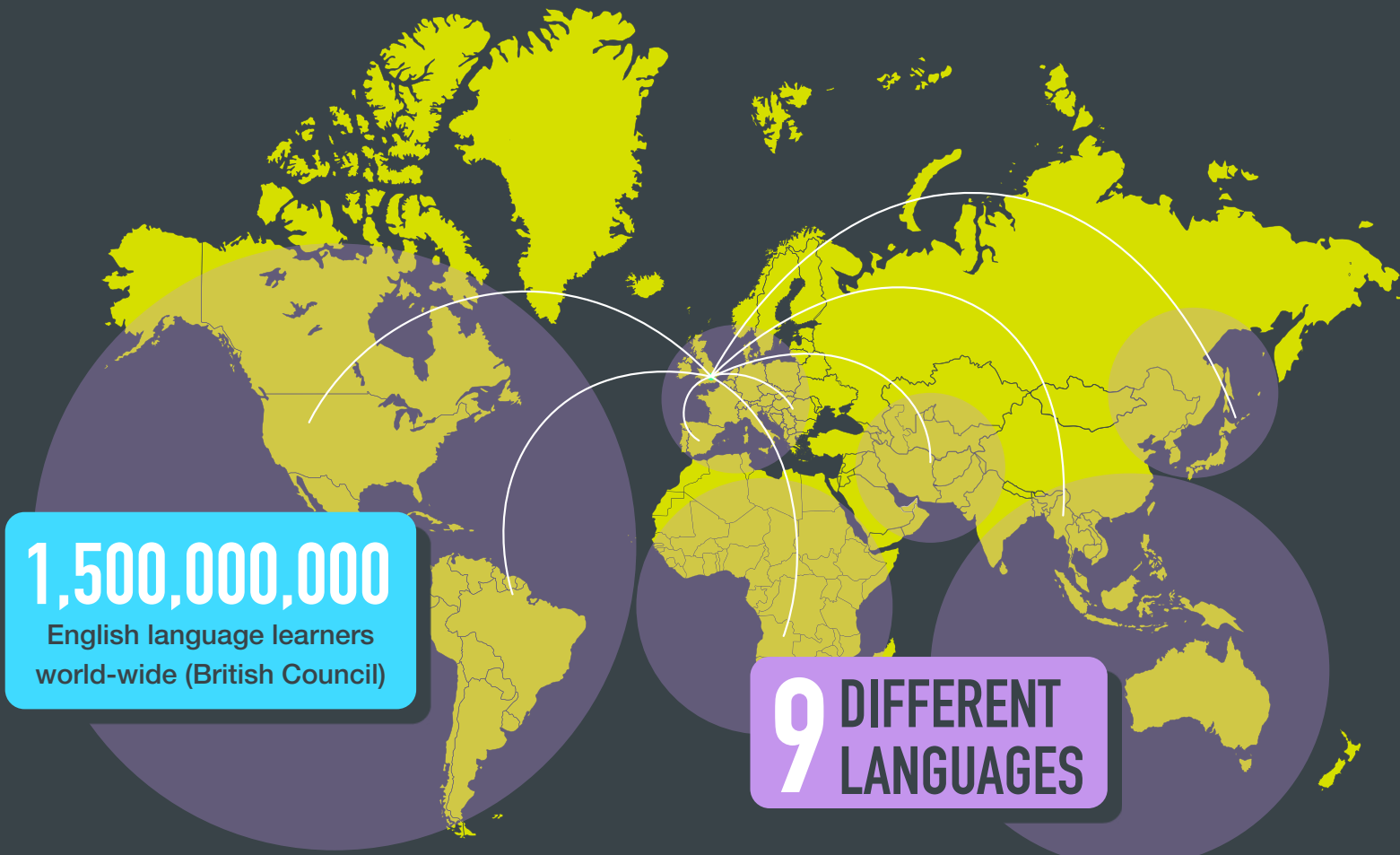


MEDIA PROJECT CO-ORDINATOR

JOB INFORMATION PACK

emcdesign

OUR **PURPOSE** IS TO DESIGN **STUNNING** MATERIALS THAT **EDUCATE** AND **INSPIRE** LEARNERS ACROSS THE WORLD.



1,500,000,000

English language learners
world-wide (British Council)

9 DIFFERENT
LANGUAGES

OUR MARKETS

UK & EUROPE USA & CANADA MIDDLE EAST AFRICA SOUTH, CENTRAL AMERICA & CARIBBEAN ASIA PACIFIC

228
YEARS

collective experience
in our design team

72
LIVE COURSES

in the studio at any one time

60,000
pages designed

75,600,000
words typeset

770,000
coffee beans ground

EACH YEAR

WHO ARE WE?

Based in a village just on the outskirts of the old market town of 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.

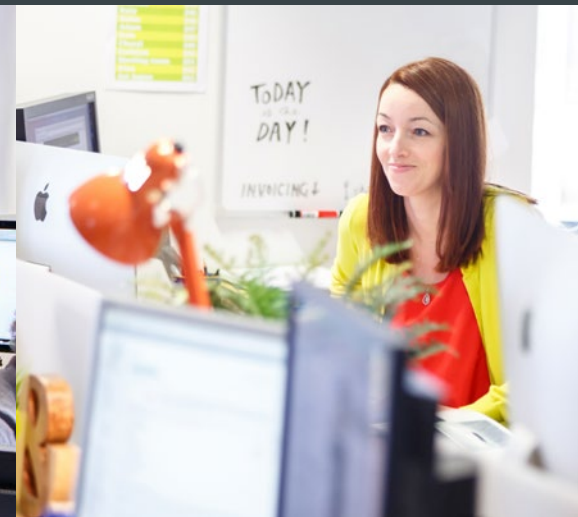
Constantly improving – It's the small things that count. By constantly making small improvements we believe we can have a significant impact – on our work, our industry and our community.

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.



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, Springer Nature, Pearson Education (UK and USA), Cengage and National Geographic Learning, UCL's Institute of Education Press, Kogan Page, Nowa Era, Scholastic, Folens, Edco and Illuminate Publishing.

A large proportion of our work is in the field of English Language Teaching (ELT). This area presents some of the most complex material, structurally and visually, and thus provides some of the greatest editorial design challenges. 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, Visiting Senior Fellow, Publishing Programme, Kingston University

CAMBRIDGE UNIVERSITY PRESS OXFORD UNIVERSITY PRESS
PEARSON EDUCATION NOWA ERA SPRINGER NATURE
RICHMOND ENGLISH CENGAGE AND NATIONAL GEOGRAPHIC
IOE PRESS HAREMI REDNOVA YORK PRESS ACTIVE IQ
FOLENS SCHOLASTIC KOGAN PAGE ILLUMINATE PUBLISHING

WHY WORK FOR US?



SALARY

We offer a competitive salary based on your experience within the industry. We recognise your progress through regular salary reviews. Our structured salary scale means everyone is treated equally and fairly. We also apply a company-wide cost-of-living increase of 3% every year.



BONUS

We have a number of discretionary bonus schemes that reward our employees for helping us reach our goals. As well as long service bonuses at 5, 10, 15+ years.



OVERTIME

For the most part we try to operate in normal business hours, so our people have a good work/life balance. At busy times, overtime is needed and paid.



PRIVATE MEDICAL INSURANCE

We offer all our staff private medical insurance through Vitality, whereby staff are rewarded for engaging in healthier lifestyles alongside private medical treatment.



HEALTH & WELL-BEING

We are also part of Health Assured, one of the UK's top employee assistance programmes, designed to support our health & well-being at work and at home.

We also have a health and well-being team to implement initiatives, such as mental health awareness training, mindfulness and healthy lifestyle workshops, socials, and an ear to bend when you need a friendly face.



PENSION

We operate a contributory pension scheme into which you will be auto-enrolled. You contribute 5% of your salary towards your pension, and we will pay in 3% (rising to 5% after 5 years). The scheme enables you to save for your retirement using your own money, together with tax relief and contributions by us.



ANNUAL LEAVE

We offer paid annual leave of 20 days (+8 bank holidays). This increases by 1 day for each full year of service to a maximum of 33 including bank holidays.



COMMUTE & PARKING

We have free on-site parking if you need to commute by car; lots of people share lifts for a greener alternative. We also run the Cycle to Work Scheme, and have great lockable bike storage and showers.



RELOCATION PACKAGE

We offer a £500 relocation fee and can help you find a place to live locally if you need to relocate to join us.

**PEOPLE ARE THE POWER
BEHIND OUR SUCCESS
AND WE TAKE LOOKING
AFTER EACH OTHER
SERIOUSLY.**

MEDIA PROJECT CO-ORDINATOR JOB DESCRIPTION

Main Purpose of Job

EMC Design's purpose is to design stunning materials that educate and inspire learners across the world. The Media Project Co-Ordinators role is to support the studio with the sourcing, purchasing, commissioning and licensing of all the creative media we buy in for our projects. These include artwork and illustrations, photographs and images, animations, stock video, commissioned video and photoshoots and audio for use in educational resources throughout the world.

Reporting to

Creative Media Manager

Main responsibilities

The main responsibilities are to co-ordinate between clients, suppliers and our in-house team the assets required for the various stages of production with your excellent written and verbal communication skills.

This includes issuing contracts, and managing the budgets and schedules.

You will be responsible for commissioning these creative assets and media by contracting suitable contributors (like artists, animators, videographers) from our extensive global talent pool.

You will also be responsible for undertaking the research and sourcing of stock images and library video footage from on-line libraries such as Getty and Shutterstock from a brief supplied by our client. A fundamental part of this process is to source the relevant permissions, clear reproduction rights and maintain accurate records on a project-by-project basis.

The commissioning of illustrations, animations and video also involves checking and amending (if necessary) briefs, and liaising with artists and artists agencies, including scheduling the work and ensuring work is delivered on time within the allocated budgets.

You will also be responsible for maintaining the level of quality in the work we purchase from our suppliers.

The work requires us to be meticulous with our record keeping of all assets handled – photos/assets downloaded, photos/assets selected and paid for and rights obtained. And accounting for our studio fees/costs, artwork costs against budgets, and time spent. These figures to be entered accurately in Microsoft Excel and Traffic as required.

This is a growing department within our agency and for the right person there can be involvement with promoting and developing the services we offer to gain new business.

This role would suit someone who is a great communicator, is organised, meticulous with their time management and personable. Someone who has a creative eye and interest in the creative arts and media industry is also a bonus.

Salary

£22,000.00 – £27,000.00+ extensive benefits

The salary range for this role is intentionally wide, this enables people with a range of experiences to apply as well as provides room for progression within the role.

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

This role is not remote due to file sizes, technical training required and the complexity of our production and collaborative processes.

SPECIFIC COMPETENCIES – MEDIA PROJECT CO-ORDINATOR

Competency description	Knowledge/Skill/ Attitude/Behavior
Media and Creative Asset research and commissioning	
Self-motivated and able to work unsupervised	B
An understanding of how photo and asset libraries work using web-based browsers to find photos, sometimes obscure ones, to match a brief.	K
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.	K/S
Aptitude in software – Microsoft Excel (medium level) web-browsers, maintaining a database (illustrators), InDesign when producing contracts/briefs etc.	K/S
Assertiveness and skills to negotiate costs / budget discrepancies and estimates	K/S/A
General	
Excellent organisational skills – the ability to manage multiple complex projects successfully	S
A personable character to help develop good relationships with clients and suppliers to the benefit of the company	A/B
Familiarity with CRM systems and the aptitude to record client conversations and activity accurately and regularly	S/A
Knowledge of the Publishing industry and understanding of current issues facing the industry	K
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
Tenacious attitude and obsessive eye-for-detail when applied to the accuracy of your own work. Ensuring everything we do maintains the company ethos of quality and accuracy.	S
Experience of using Macs – trouble shooting, font issues etc	K/S
To contribute to the successful running and sustainability of the company	A/B

INTERESTED? GREAT!

All you need to do next is send us your CV and covering letter to:

jobs@emcdesign.co.uk

We are looking for someone to start ASAP so will start interviewing suitable candidates as soon as we receive CV's.

APPLICATION PROCESS

To apply for our vacancy:

- 1** Please send us your CV and covering letter/email explaining why you would be suitable to:
jobs@emcdesign.co.uk
- 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.
- 3** Suitable applicants who meet the person specification will then be invited for interview.

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

Our interview process will be with an interview panel with a full conversation about the company and the role, questions that are job-specific as well as questions that are about your own personal situation (based on the information supplied in your application).

We will then finish the interview process with some short competency tasks that reflect the type of work the job comprises of. You will need to be able to do these on a computer (preferably Mac).

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

The logo for EMC Design, featuring the text 'emcdesign' in a lowercase, sans-serif font. The 'emc' portion is in a bright yellow color, while 'design' is in a dark grey color. A small yellow square is positioned above the 'i' in 'design'.

emcdesign

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