

GRAPHIC DESIGNER

JOB INFORMATION PACK

emcdesign

creating **stunning** materials that **educate**
and **inspire** learners around the world

We're **experts**
in designing
stunning materials
that **educate** and
inspire learners
across the **world**.

emcdesign



New technology:

**IS GREATER
REGULATION
NEEDED?**

1 Every time there is a technological revolution the world is transformed. While many of these changes are positive, they are not without their risks. The development of engines transformed world travel, but at the same time it has caused significant environmental damage. Equally, refrigeration has enabled us to preserve food much more effectively, but the CFCs used in the process contributed greatly to global warming. The challenge for governments around the world is the assessment of potential risks and gains—something they haven't

worried about the effects of technology on society, and in some cases new laws have emerged as a result of these developments. For example, technology has arguably reduced people's levels of privacy, and laws have been introduced to help combat this. It could also be argued that modern technology has allowed for the rapid spread of misinformation, or "fake news" as it's come to be known. As a result, trust has been lowered and some feel that this has even affected democracy around the world. While there are challenges

3 One area with huge potential, but also serious risks, is the development of artificial intelligence and robotics. The scenario of machines being more intelligent than people and becoming a danger to society has been frequently portrayed in movies. Academics and high-profile members of the technology industry, such as Stephen Hawking and Bill Gates, have also warned of the dangers of increasingly intelligent AI. Yet for many, these risks are exaggerated to such an extent that it is like worrying about the future

Our vision

Our vision for the next 5–10 years is to continue to sustainably grow emc design as the foremost design agency dedicated to helping organisations responsible for educating people to grow, adapt and inspire their learners.

Our purpose is to create stunning materials that help educate and inspire learners throughout the world.

What value do we bring?

- 1 Wealth of educational materials experience
- 2 Creative design ability
- 3 Technical, quality-driven approach to projects
- 4 Scale and ability to help publishers react quickly



Our clients



IELTS





Our core values

Excellence

We strive to exceed our clients' expectations in everything we do. From the quality of the work we produce, both technically and creatively, to our consistent approach to keeping quality standards exceptional.



“ Working with the talented team at EMC for the past four and half years, EMC has provided exceptional reliability in both quality and timeliness from the very start—never wavering even in the light of the ongoing pandemic. Their ability to meet tight deadlines, resource as needed, and commit to providing excellence has proven them to be trusted partners to our business. Not only responsive, they anticipate needs to plan effectively to meet challenging requirements of evolving projects. Ever organized and always a pleasure, EMC are essential to the success of our products. ”

Tracey Cataldo
Visual Design Manager
Pearson English and Global Schools





First-class company

It's very important to us that we maintain our position as one of the best design agencies for educational material in the world, for our clients and suppliers, and for our staff.

Treating everyone honestly and professionally ensures that we deliver what we say we will and have a bit of fun along the way.

Constantly improving

It's the small things that count, and by constantly making small improvements, we believe we can have a significant impact – on our work, our industry and our community. Being adaptable in our approach to how we produce our work and bringing in the best talent enables us to bring fresh ideas to all we do.

“ I just wanted to say a huge thank you to everyone for all your amazing work on the LSP magazines. Phase 2 magazines are now officially signed off. Thank you so much to Adam, Gavin, Alicia and the whole team at EMC for meeting our strict deadlines throughout all the Design stages and for applying all the changes and corrections for us – the final magazines look stunning and there is so much variety if you flick through each magazine and look at the gorgeous detail in the covers, photos, texts, artwork, realia, and background designs. ”

Jemma Hillyer
British Council



Collaboration

We work hard to create a supportive and collaborative environment, for ourselves, clients and our valued suppliers. Sharing in our knowledge and resources helps to foster great working relationships and team togetherness. As does treating each other with care, respect and honesty.





Our community

From supporting local events and charities to engaging with our industry, community and people are really important to us. We donate company money and resources to benefit charities and initiatives we feel connected to, and give our time and expertise to help those who need it in our local community and in our industry.

Our team

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.

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
Operations Director

Design



Gavin
Design Manager



Kristina
Design Manager



Dale
Design Manager



Duncan
Design Manager



Adam
Head of Creative



Kat
Publishing Services Manager

Publishing Services



Rebecca
Senior Designer



Lindsey
Senior Designer



Emma
Senior Designer



Kate
Senior Designer



Eduardo
Designer



Kayleigh
Senior Designer



Helen
Designer



Jordan
Senior Designer



Ben
Business & Studio
Administrator



Lucy
Art Buyer



Vânia
Media Project
Co-Ordinator



Sarah
Production Editor



Liz
Production Editor



Hilly
Production
Artworker



Ellie
Junior Designer



Katie
Designer



Toby
Junior Designer



Katie
Senior Designer

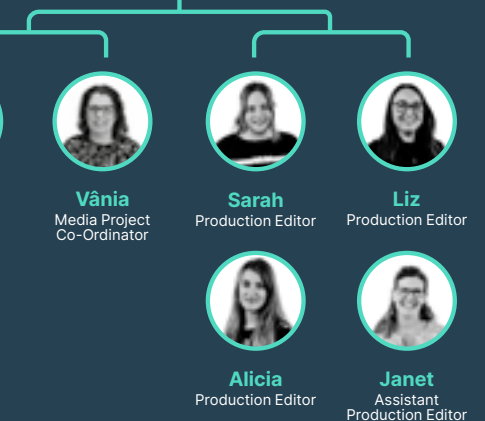


Niamh
Junior Designer



Caitlin
Junior Designer

Studio Services



40 years collective experience in our project management team.

Markets covered:



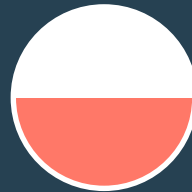
Global



Spain



Italy



Poland



Slovenia



Croatia



South America



MENA

50+ trusted freelance editors

Since 2018:

45

Student books

60

Workbooks

70

Teachers resources

18

Covers

1,000s

of pages of additional resources

7

Primary projects

10

Secondary projects

3

Upper-secondary projects

2

Adult projects

Over 30,000

pages of material

Why work for us?



SALARY

We offer a competitive salary based on your experience within the industry and your technical ability in relevant software. We recognise your progress through regular salary reviews. Our structured salary scale means everyone is treated equally and fairly.



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 operate in normal business hours, so our people have a good work/life balance. At busy times, overtime is needed and paid.



ANNUAL LEAVE

We offer 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.



HYBRID WORKING

We operate a hybrid policy whereby all staff can take advantage of working both at our beautiful studio or their home. We require juniors and new recruits to initially be in the office 4 days a week whilst completing training and onboarding. Our policy works on a rota basis and a hot-desk booking system to maximise the in-house collaborative opportunities and the benefits of being able to work remotely to help balance your personal and work commitments.



FLEXI-TIME

Our flexi-time policy gives everyone greater autonomy around their working day and helps you fit work into the demands of your lifestyle. We have core hours of 10–3pm when we all work which ensures we still have company-wide collaborative time.



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.



RELOCATION PACKAGE

We offer a £500 relocation fee (payable on completion of your first month) to help make re-locating more simple, and we can help you find a place to live locally.



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. Staff have the option to add family members to their policy.



HEALTH & WELL-BEING

We are 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 a wide range of well-being initiatives, as well as being an ear to bend when you need a friendly face.

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

GRAPHIC DESIGNER Job Description

Main Purpose of Job

We are the UK's leading print & digital design agency for publishing.

The main purpose of the job is to use your design-based skills in key software packages for the design and production of educational material. This includes the design of most components you might encounter within publishing from whole multi-level series to cover design; marketing material to app design. Additional job functions will be text formatting, page layout and making proof corrections in the production of the books and other material we create for publishers. The job is extremely varied, requiring a good mix of technical ability and creativity.

Reporting to

Design Manager

Main Duties of Job

The main responsibility of the position is to contribute to the design and production workflow using Adobe CC software. To be a valued member of your team under your Design Manager.

This will include the day to day layout of pages or screens to existing designs of educational course material including printed books, covers, eBooks, interactive PDFs, web screens, apps and social media assets. This is to be under the ultimate supervision of Design Managers and will include:

- formatting text into accurate styles using GREP to facilitate this;
- carrying out corrections to proofs according to editorial mark-up using standard proof correction marks;
- layout of pages integrating photos and illustration with the text to create visually striking and balanced pages;
- producing 'realia' (examples of written English) with support & guidance;
- working with the team to produce original solutions to books, covers and digital material which can be used as templates for production;
- using Adobe Creative Suite to its full potential. We have team membership of Creative Cloud so you will have full access to all of the Adobe CC software.

You will also be expected to carry out, in the interest of achieving deadlines, any other studio task delegated to you by more senior designers. At times of pressurised deadlines you will be expected to work outside contracted hours if asked, paid at the overtime rate.

The job will mainly involve using InDesign, Photoshop, and Illustrator, plus other relevant software.

Part of the job is to maintain quality control of your own work from manuscript layout to proof corrections and checking your own accuracy and document integrity in this area. Our clients expect absolute accuracy from suppliers in the publishing process and maintaining this effectively supports our reputation and has been responsible for our business growth. We are considered a quality supplier and a safe pair of hands.

Initially your work would be checked by more senior staff, and all staff, including senior designers, have work checked by our quality control department (Publishing Services) prior to going out to clients.

You will also be aware of and responsible for producing work within the timescale laid down by clients; so being aware of progress in production within budget constraints using our comprehensive workflow management systems.

You will be expected to keep an accurate record of time spent on the projects you work on, both in a manual diary and using our studio management system.

This role would suit someone who is keen to work in a busy design and production environment and has the mindset to keep improving technically and developing creatively.

Salary

£21,500.00 – £35,000.00 + 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 (7.5 hours per day).

This role is currently 4 days minimum in the Stevington office until full training is completed and manager approval is given to be able to work more days remotely.

emcdesign

Specific Competencies – GRAPHIC DESIGNER

Competency description	Knowledge/Skill/ Attitude/Behaviour
Design	
Proven experience (through work and demonstrable portfolio) in design and page layout of long formatted documents, publications and materials.	S/K
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/K
A tenacious technical approach to using software – a willingness to dig deep into the depths of Adobe Creative suite and other software to become a more capable and efficient designer.	K/S/A
Production	
Aptitude in InDesign (working towards advanced level).	K/S
Aptitude in Photoshop/Illustrator/Word, others (working towards medium to advanced level).	K/S
Experience of using Macs – trouble shooting, font issues etc.	K/S
Ability to be self-critical in the interests of improving as a designer and take on board constructive feedback.	A/B
Tenacious attitude and obsessive eye for detail when applied to (100%) accuracy in carrying out and checking editorial corrections and spotting design elements/non correction attributes of work in production.	S
General	
Hands on experience of working to an advance level in InDesign on editorial design work such as books, magazine or technical publishing. Advanced knowledge of working with long, structured documents is essential.	
Excellent organisational skills – the ability to monitor progress in production to keep within budgets and to manage multiple jobs within timescales/deadlines.	S
Ability to estimate the time that will be required in production on jobs to evaluate in advance whether work can be completed within time/budgets.	S
A personable character able to get on with other designers in a team.	A/B
A can-do attitude with a willingness to do everything necessary to get the job done.	A
Ability to problem solve (technically & creatively) – not to give up in the face of difficult challenges.	K/S/A
Time management skills – keeping a diary (manual and electronic) and being effective with your own time.	S
To contribute to the successful running and sustainability of the company.	A/B
A knowledge of the publishing industry and understanding of current issues facing the industry would be advantageous.	K

We recognise that we operate within a niche area of the design industry and therefore we expect to train everyone in our proven design and production methodologies, regardless of an applicants experience.

If you don't meet all areas of our competencies please still apply as we believe that finding the right person with the right attitude is more important than your knowledge in how to use the software.

Interested?

TO APPLY FOR OUR VACANCY:

- 1** Please send us your CV and portfolio to: jobs@emcdesign.co.uk It is a requirement of our application process that you submit your details in PDF format that demonstrates your ability to use industry software.
- 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.

This is a full-time (37.5 hours, 5 days a week) role and is currently 4 days minimum in the Stevington office until full training is completed and manager approval is given.

Our interview process will be an in-person interview at our studio in Stevington, Bedfordshire. We start with an informal discussion about the company and the role, then we ask interview questions that are job-specific as well as questions designed to find out more about you as a person.

We will then finish the interview process with some short competency tasks that reflect the type of work the job comprises of as well as gives you an experience of what it is like to work in our studio environment.

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.

We are looking for designers to start ASAP so will start interviewing suitable candidates as soon as we receive CV's and portfolio's. We may conduct short video interviews if we have a large response.



www.emcdesign.co.uk

emc design ltd | The Barn | Windmill Lane | Stevington | Bedford | MK43 7QZ

T +44 (0)1234 889255 | E info@emcdesign.co.uk | [@emcdesignltd](https://twitter.com/emcdesignltd)