

JUNIOR DESIGNER

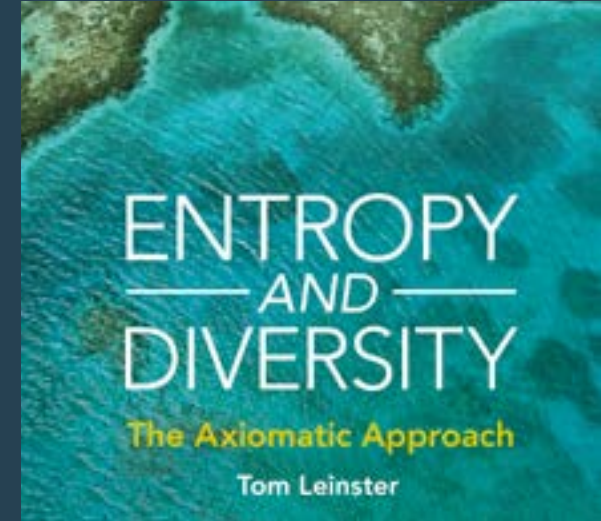
JOB INFORMATION PACK

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 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.

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; 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.

Collaboration

We work hard to create a supportive environment, for ourselves, our clients and our valued suppliers. Sharing 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.



Our clients



IELTS



Active iQ



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

Design



Mike
Chairman



Sophie
Managing Director



John
Operations Director

Publishing Services



Kat
Publishing Services Manager

Studio Services



Gavin
Design Manager



Kristina
Design Manager



Dale
Design Manager



Duncan
Design Manager



Adam
Head of Creative



Rebecca
Senior Designer



Lindsey
Senior Designer



Emma
Senior Designer



Kate
Senior Designer



Eduardo
Senior Designer



Kayleigh
Senior Designer



Helen
Designer



Jordan
Senior Designer



Ben
Business & Studio Administrator



Lucy
Art Buyer



Vânia
Media Project Co-Ordinator



Sarah
Project Manager



Liz
Production Editor



Hilly
Production Artworker



Ellie
Junior Designer



Katie
Senior Designer



Toby
Junior Designer



Katie
Senior Designer



Niamh
Junior Designer



Josie
Designer



Matt
Designer



Jess
Design & Marketing Co-Ordinator



Arthur
Project Co-Ordinator



Alicia
Project Manager



Janet
Assistant Production Editor



René
Designer

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.

JUNIOR 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 GREG 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

£25,500.00 to £27,000.00 + 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. We will also consider people with less relevant qualifications and experiences but the salary will reflect this.

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.



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