

# Graphic Designer/Animator

## Job Description

### POSITION OVERVIEW

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| <b>Department</b> | Experiential Digital Global Education (EDGE); Innovation Unit (London)   |
| <b>Location</b>   | Devon House, London, Remote-based  |
| <b>Term</b>       | Full-time; Permanent   |
| <b>Salary</b>     | £30,000 - £35,000 per annum, depending on experience   |
| <b>Benefits</b>   | Generous benefits package including 25 days holiday allowance pro rata (excl. Bank holidays), group life assurance, group income protection, pension schemes and private healthcare (optional) |
| <b>Start</b>      | June 2022  |

The New College of the Humanities wishes to appoint a Graphic Designer/Animator to be responsible for the creation of innovative educational media content in support of the teaching and learning goals of our digital learning offerings. We are looking for someone who can demonstrate proficiency in the format of graphics, layouts, templates, animations, and a diverse array of digital assets to support our global audiences. This position requires a high level of cross-functional collaboration, teamwork, and excellent communication. In addition to having strong typographic and visualisation skills, the role holder will need to apply project management skills to manage medium to large scale content development projects. The role holder should be a creative problem solver, strong team player and be willing to work in a fast-paced environment. Ideal candidates will have broad experience in multimedia development across multiple modalities and formats, as well as a desire and willingness to discover new applications. The role is suitable for remote working, provided the appointee is able to attend the campus for face-to-face work when required.

## Duties and Responsibilities

- Working closely with learning experience designers, video producers and faculty, responsible for conceptualizing, designing, and developing engaging educational content including:
  - Digital Graphics
  - Interactives
  - Videos
  - Motion Graphics
  - Animation
  - Simulations
  - Screencast Tutorials
  - Podcasts
- Responsible for ensuring build is scalable – anticipating the re-use of effects, animations, and styles
- Creation of visuals and interactive graphics that translate instructional concepts
- Generate, storyboard, and present clear ideas that meet project objectives and comply with brand and product guidelines, upholding Northeastern University's values of inclusive excellence
- Ensure implementation of user-centred design principles, inclusive-design, and compliance with relevant disability/accessibility regulations including Americans with Disabilities Act Standards for Accessible Design (ADA)
- Active in the management of medium to large scale content development projects
- Stakeholder management – establishing and maintaining good working relationships with internal and external contacts, ensuring their engagement and adherence to required response times
- Ensure feedback from team members and clients are reviewed and evaluated and work to find the best ways to address concerns and provide improvements and new solutions
- Any other duties commensurate with the level of responsibility of this post, for which the post holder has the necessary experience and/or training

## About EDGE

EDGE (Experiential, Digital, Global, Education) is part of Northeastern's Global Network and is dedicated to designing and delivering work-related learning throughout the UK and internationally. The EDGE team work remotely, using innovative pedagogical approaches and best practice in digital education and collaboration to ensure an excellent learner experience for individuals or groups of learners, wherever they are based. The EDGE team currently delivers a growing portfolio of work-related learning aligned to digital transformation, data science, artificial intelligence, and project management.

## Person Specification Criteria (Essential / Desirable)

### Qualifications

- Bachelor's degree, ideally in Graphic Design, Digital Media/Visual Communications or a related field [E]

### Key Criteria

- 3-5 years of professional design experience creating successful multimedia outputs, from concept to production [E]
- Advanced-level knowledge of and experience in Adobe Creative Suite with an emphasis on Photoshop, Illustrator, InDesign and After Effects [E]
- Experience with Premiere Pro, Articulate 360 or other such applications [D]
- Experience designing for ADA compliance [D]
- Positive and professional attitude, with a genuine interest in learning new skills [E]
- Adaptable and willing to take on new projects and assignments at short notice [E]
- Strong organisational and time management skills, demonstrating an ability to work flexibly across multiple projects with strict and conflicting deadlines, while maintaining high-quality standard of work [E]
- Ability to maintain focus on priorities while multi-tasking and thrive in an agile environment [E]
- Confident with strong decision-making skills [E]
- Exceptional attention to detail and ability to achieve high level of accuracy [E]
- Proven ability to work effectively with vendors, when relevant, and collaborate with wider team members [E]

- Excellent communication (verbal and written) and interpersonal skills, including effective stakeholder and partnership working - maintaining positive relationships and building consensus [E]
- Experienced in dealing with numerous stakeholders (internal and external) with an ability to quickly understand stakeholder concerns, and work flexibility to incorporate solutions that continue to meet internal and external goals and compliance requirements [E]
- Resilient, with a can-do attitude and an ability to remain calm and measured under pressure [E]
- Able to work autonomously but also as a team member and with a willingness to embrace change [E]
- Committed to creating a professional collaborative work environment – demonstrating respect for colleagues and their expertise; cultivating open communication & feedback; and inspiring a unified commitment to elevating the standard of quality of the deliverables [E]
- Willingness and capacity to undertake continuous professional development [E]

### **Application Process**

Applications should be made via [this link](#) by 20:00 on 24 June 2022. Please reference your application “**GD522**”. Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of no more than one page and a full curriculum vitae.

Applications are welcome from all sections of the community and will be judged on merit alone.

Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.