

Publica

GRAPHIC DESIGN ASSISTANT

About Publica

Publica is an urban design studio based in central London, specialising in strategies and design for public space.

The multi-disciplinary team is made up of urban designers, planners, researchers and graphic designers. We place great emphasis on our visual communications and our in-house graphic design team is integral to our practice.

The Position

Publica is looking for a talented and conscientious Graphic Design Assistant who can support our graphic design team in the development and implementation of the company's identity across all printed and digital materials. This is a creative and varied position in an in-house environment.

Our ideal candidate will have previous experience of artworking and preparing materials for print; have excellent communication and organisation skills; possess a portfolio that shows an eye for typography and detail; and have an interest in architecture and urbanism.

Key duties

- To support the design and production of reports and associated materials; reporting to the Senior Graphic Designer, working alongside two Graphic Designers and liaising with the urban design and research teams.

This will include:

- Supporting the graphic designers on the editorial design and artworking of reports, presentations and other materials for Publica projects.
- Artworking of maps, infographics, photographs, drawings and other visual materials.
- Design of materials for the communications team, including: presentation design for talks and events, design of graphics for short films, websites, emailers and other associated marketing materials.
- Assisting with the design and production of company information and tender brochures for the sales team.
- Design, artworking and uploading of content for the Publica website.
- Implementing the Publica identity across all external communications and in-house materials.
- Archiving of digital content.
- Supporting the ongoing development of the Publica identity and its application to all materials.
- To provide technical assistance to the wider project team for InDesign, Illustrator and Photoshop.
- Preparing documents for print: liaising with external printers and suppliers; source quotes and sample materials; and prepare documents for print and electronic delivery.
- General design related administration duties.

Experience and skills required

- A portfolio showcasing:
 - Branding and identity projects
 - Editorial design
 - A good eye for typography and detail
 - Projects for print and digital. Experience of preparing projects for print

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- Creative solutions executed well.
- Experience of working in a studio environment/ Experience of working within a team
- Excellent working knowledge of Adobe InDesign, Illustrator and Photoshop.
- Good working knowledge of Microsoft Office, Keynote and Adobe Acrobat.
- Excellent communication skills with the ability to work individually as well as part of a small graphic design team and within the wider Publica team.
- Excellent organisational skills and the ability to prioritise and multitask.
- Proactive, innovative, resourceful and self-motivated.
- Approachable, helpful and thrives in a supporting role.
- An enthusiasm and awareness of current trends and developments in graphic design.

Desirable experience and skills:

- Editorial experience, e.g. working with large amounts of content, working with editors/proofreaders, high standard of typographic design.
- Experience of working within a collaborative design team.
- Experience and knowledge of film editing software, e.g. Final Cut.
- Experience of working in-house or for clients in the architecture/urban design sector.
- Interest in architecture, urbanism and the public realm.

Salary

Negotiable, based on experience.

Initial three-month contract, with a view to a permanent position.

Hours

Full time, 40 hours per week.