

# COUNTERPOINTS.

## Junior Graphic Designer

**Job Title:** Junior Graphic Designer

**Role duration:** 6 months (February – July 2022)

**Hours:** 25 hours per week (3.5 days a week)

**Salary:** National Minimum Wage / National Living Wage

**Please note:** This role is funded as part of the government's [Kickstart Scheme](#). **In order to apply, you must be between 16-24 years old and on Universal Credit.**

Counterpoints Arts is a leading national organisation working in the field of arts, migration and social change. We work across all art forms and collaborate with a wide range of people and partners, including artists, arts/cultural and educational organisations and civil society activists. For more info visit: [www.counterpointsarts.org.uk](http://www.counterpointsarts.org.uk).

We are looking to hire a highly motivated individual to join our team as a Junior Graphic Designer, supporting Counterpoints Arts' projects, including for Refugee Week which runs in June. Refugee Week is a UK-wide festival celebrating the contributions, creativity and resilience of refugees and people seeking sanctuary.

You will be responsible for supporting across the team with digital communication, websites, newsletter, social media, digital media production, and other organisational and events support tasks. You will bring experience and fresh ideas to creating digital content — videos, podcasts, graphic media — across different aspects of the creative and culture industries and be a confident team-player who is able to work with a diverse team. You will also have strong organisational and creative design skills and be able to prioritise a varied workload whilst working well under pressure to meet deadlines. This role would benefit someone with a keen interest in art as a tool for social change.

Since this is a new role, you will be expected to respond with flexibility to the changing needs of the project and organisation. The role will be based at our office in Hoxton, with the option to work flexibly for part of the week from home. There may be occasional travel in and around London for events/team away days. Counterpoints Arts follows the latest government guidance on COVID-19.

Counterpoints Arts aims to attract and retain talented people from all backgrounds. We particularly encourage applications from black, Asian, ethnic minority, and disabled applicants as these groups are currently underrepresented in the cultural sector.

## **Responsibilities**

- Assisting the team with planning and delivery of digital media content, events and campaigns tailored to specific projects;
- Providing support with websites, newsletters, social media and other administrative tasks as required;
- Producing visual graphic media as required;
- Liaising with the Social Media Officer to ensure digital media content is aligned with CA's broader social media strategy;
- Explore and identify new available platforms and opportunities for reaching audiences digitally;
- Other reasonable duties, as required.

## **Skills and experience**

### Essential:

- Experience of using graphic design software to produce high quality graphic content for website and social media;
- Good working knowledge of Adobe Photoshop, Creative Suite, InDesign, Illustrator, Microsoft suite, Google Drive and digital engagement platforms such as Zoom and Slack;
- A good understanding of how to create engaging, visual content for different audiences.
- Excellent organisational, planning and creative design skills;
- Excellent interpersonal, oral and written communication skills;
- Ability to work collaboratively and effectively as part of a team that works flexibly in-person and remotely;
- Ability to prioritise tasks, work under pressure and manage your own workload, adapting to needs and shifting priorities as they arise;
- A commitment to the aims and overall mission of Counterpoints Arts.

### Desirable:

- Existing networks and relationships built across the creative and culture industries.
- Knowledge of website design and tools including experience with HTML, Wordpress, Mailchimp.
- Experience working around issues of social justice, migration and/or diversity.