

# INSTITUTE OF CONTEMPORARY ARTS

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Junior Graphic Designer</b>
<b>Reporting to:</b>	<b>Head of Communications</b>
<b>Contract:</b>	<b>Permanent, 5 days/week</b>
<b>Salary</b>	<b>£27 – £29,000</b>
<b>Location:</b>	<b>London</b>

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## INSTITUTE OF CONTEMPORARY ARTS

The Institute of Contemporary Arts (ICA) is London's leading space for contemporary culture. We commission, produce and present new work in film, music, performance and the visual arts by today's most progressive artists. In our landmark home on The Mall in central London, we invite artists and audiences to interrogate what it means to live in our world today, with a genre-fluid programme that challenges the past, questions the present and confronts the future. The cross-disciplinary programme encourages these art forms and others to pollinate in new combinations and collaborations. We stage club nights and film festivals, gigs and exhibitions, talks and digital art – with interplay and interaction at the core of all we do. Our history of presenting and promoting visionary new art is unrivalled in London: from Kenneth Anger to Kathy Acker, k-punk to Klein, Jackson Pollock to Jean-Michel Basquiat, Gay Sweatshop to Forensic Architecture, Pop Art to queer techno. Today, as ever, our inclusive programme reflects and represents who we are as a disparate and diverse collection of cultures and identities.

Exactly 75 years after a group of artists and poets founded the ICA as an alternative to the mainstream, we are committed more than ever to pave the way for the next generation and to platform creative voices. The ICA continues to celebrate risk and champion innovation, and experimentation across the arts – a playground and a home for today's most vital artists.

## PURPOSE OF THE POST

The ICA is looking for a talented, creative, and conceptually rigorous Junior Graphic Designer to join the Communications team. The main responsibility of the Junior Graphic Designer is to maintain the ICA's existing graphic identity across all physical and digital formats, in close

collaboration with the Head of Communications and the rest of the Communications team. The goal is to engage a wide range of audiences in the activities of the ICA, drive attendance, sales and membership, advance its commercial ambitions, and build brand awareness and loyalty.

The Junior Graphic Designer role is situated within the Communications team and reports to the Head of Communications. The Junior Graphic Designer will deliver highly creative and effective graphic design to support the various Live, Film, Talks & Learning and Exhibition programmes and will liaise with other relevant departments – Membership, Development, Bookstore, Editions and so on – as necessary to support their activities and design needs.

## **KEY TASKS AND RESPONSIBILITIES**

- Work closely with the Head of Communications to maintain the ICA's graphic identity, towards communicating activities and advancing commercial aims.
- Work within the ICA Style Guide and Brand Guidelines and ensure that all materials adhere to the ICA Style Guide across the creative output.
- Ensure that all work is delivered to the highest standards, on time and within budget.
- Liaise, as necessary, with other departments towards supporting their activities across numerous formats, both Print and Digital; including building signage and other site-specific temporary displays, lobby monitors, invitations, stationary and other printed matter such as booklets, pamphlets and leaflets as well as Digital formats such as newsletters, website and social media.
- Produce print-ready artwork using InDesign and other design software.
- Work on image files using Photoshop to do repro work on the files to ensure that all image files are colour correct and ready for print.
- Occasional building of social media formats to support the Marketing & Content Creation Specialist.
- Occasional motion graphics and video editing.
- Develop and investigate ideas and options for production, both in-house and with external printers. Keep up to date with new production methods and techniques and ensure the best print/graphics production methods are selected for each project.
- Undertake the management of print production of projects when needed. Source and provide indicative costs for production, when required, for budgeting purposes.
- Maintain all records and files relating to the design work for each project and keep them up to date.

## **PERSON SPECIFICATION**

### **Essential Criteria**

- Proven experience working in-house at an art institution as a graphic designer with cross-departmental graphic design needs or at an independent design studio working within the cultural field.

- Familiarity with the ICA's current graphic identity and ability to maintain high typographic standards.
- Demonstrable experience in taking design creative from concept to delivery, including experience working with client feedback, practical requirements and production awareness to progress ideas from concept through development to final sign-offs.
- Proven experience and good knowledge and experience of Adobe Creative Suite (CC) in particular InDesign, Illustrator and Photoshop. MS Office knowledge is also required.
- Demonstration of strong creative ideas.
- Demonstrated strong typographic skills with good attention to detail.
- Proven experience in using website CMS and email software.
- Proven experience in print and digital design generally, including best practices with evidence of the ability to drive engagement across channels.
- Demonstrated ability to be creative, proactive, and innovative.
- Strong organisational skills, with the ability to work on a variety of projects simultaneously.
- Ability to contribute positively in a team environment and work successfully on own initiative.
- Work collaboratively with a diverse range of internal and external stakeholders.
- Ability to interpret design briefs creatively, conceptually and within brand guidelines.
- Good knowledge of repro, print and production processes with experience of artwork files for print.
- Excellent communication and interpersonal skills.
- A commitment to take an active role in supporting the ICA's diversity objectives and creating a positive and inclusive working environment.
- An interest in and commitment to the work of the ICA.

### **Desirable Criteria**

- Experience working with motion graphics in Adobe AfterEffects and video editing in Premiere Pro.

The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope of the post. All members of staff are required to be professional, cooperative and flexible in line with the needs of the post, Department and the ICA.

Job descriptions are reviewed regularly and at least prior to the annual appraisal, if applicable to ensure they are an accurate representation of the post.

The Institute of Contemporary Arts is committed to upholding the Equality Act 2010 and encouraging equality and diversity within our workforce and all opportunities provided by the ICA.

We encourage applications from all backgrounds, communities and industries, and we are committed to having a team that is made up of diverse skills, experiences and abilities. We actively encourage BAME and disabled applicants and value the positive impact that difference has on our teams. Whilst some of our offices have barriers to access, we are taking steps to resolve these, and in the meantime continue to encourage interest from applicants who require reasonable adjustments within the workplace.