

## Job Description

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**Post:** Graphic Designer, Interpretation

**Grade:** 6

**Centre:** HQ, Slimbridge

**Directorate:** Centre Developments

**Reporting to:** Head of Interpretation

### **Main function of the post:**

The design, production and installation of interpretation graphics for specific projects at WWT Wetland Centres and the production of templates to enable Centres to produce high quality seasonal interpretation for use in activities, events and trails.

**Supervisory responsibility:** Consultants & Contractors

**Hours worked:** 30 hours per week over 4 days, for a fixed term of approximately 6 months.

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### **Main duties of the post:**

1. Assist the Interpretation team in the design, production, and installation of interpretative materials for all publicly accessed spaces at WWT Wetland Centres.
2. Support staff at centres to produce high quality seasonal or temporary interpretation through the provision of templates and other resources.
3. Provide support to day-to-day graphics needs and queries from WWT Wetland Centres.
4. Assist in the development of an resource library of images and document templates
5. Assist in implementing all WWT Health & Safety procedures and protocols within assigned projects.
6. Assist in implementing all WWT environmental management procedures and protocols within the centre developments directorate.
7. Control the costs and expenditure of any assigned projects (usually up to £500).
8. Assist in the promotion and communication of the work of the Interpretation team.

In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the supervisor shown above, from time to time.

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**Date raised:** July 2014

**Amended:**

## **Person Specification**

### **1. Qualifications**

#### **Essential:**

- Degree or equivalent in Graphic Design

#### **Desirable:**

- Further qualification in interpretation design
- A-level or equivalent in environmental science or biology
- Degree or equivalent in art or spacial design

### **2. Experience**

#### **Essential:**

- Confident in using Adobe CS Indesign, Illustrator (Adobe CS4), Photoshop to produce print-ready graphics
- Experienced in preparing documents for print e.g. packaging documents, converting images to cmyk, pantones, bleeds and slugs etc.
- Confident with using a Mac

#### **Desirable:**

- Experience within wildlife conservation/environmental fields
- Experience in producing interpretation graphics
- Familiar with using Microsoft office
- Familiar with using different materials in the manufacture of interpretation graphics
- Some 3d design or spacial design to help with visualizing how interpretation will work in an exhibit
- Aware of the principles behind good interpretation e.g. layering of information, visual impact and appeal to visitors

### **3. Managerial & Supervisory**

<b>Type of staff</b>	<b>Number managed</b>	<b>Number supervised</b>
Permanent Staff	0	0
Volunteers / Casual Workers	0	0

### **4. Responsibility**

#### **Essential:**

- Able to design and produce appropriate graphics to a high standard
- Able to organise themselves and their work well in order to meet deadlines
- Able to control expenditure in line with a budget allocation

<b>Type of Responsibility</b>	<b>Level (£'s)</b>
Expenditure (exc payroll)	500
Cash Handling	
Assets (required for job, exc buildings)	1200
Visitors (per annum)	0

## **5. Creative Ability**

### **Essential:**

- Very creative and innovative, yet with a good sense for what are realistic limits (resources, practicability etc.)
- Good eye for detail, quality, accuracy, design & simplicity

### **Desirable:**

- Highly adaptable – able to think on your feet
- A good problem solver who is able to think outside of the box.
- Able to visualise spaces and treatments and come up with an appropriate design to work in that space through use of materials and visual layout and colour

## **6. Contact**

### **Essential:**

- Some experience of working with external printers and suppliers
- Able to coordinate and supervise the work of a contractor
- Liaise with different centres and departments
- A good team player able to fit into a small team
- Good written communication skills and telephone manner.

## **General Notes**

This post is for a fixed term period of six months.

This post will be based at Slimbridge but will involve work at all WWT Wetland Centres, sometimes for extended periods, and may require work during evenings, weekends and holidays to meet the needs of the post.

A full current driving licence is essential as travel to other WWT locations is a requirement of the post.