

## Job description: Graphic Designer

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<i>Location:</i>	The post will be based at NAM's office, currently at Acorn House, 314-320 Gray's Inn Road, London, WC1X 8DP. Some remote working is possible.
<i>Hours:</i>	14 hours per week. At busy periods additional hours may be requested. Out-of-normal working hours may occasionally be necessary.
<i>Salary:</i>	£36,091 per annum pro rata
<i>Annual leave:</i>	25 days pro rata
<i>Responsible to:</i>	Executive Director
<i>Primary internal contacts:</i>	Digital Manager, Editors

### **The postholder is responsible for:**

- Developing and protecting NAM's corporate identity
- Design, production and typesetting of NAM's printed and online portfolio
- Design of the new [aidsmap.com](http://aidsmap.com) website and other associated sites
- Design and production of corporate communications and promotional materials
- Management and development of NAM's image library
- Providing consultancy design services to other organisations.

### **The postholder's work will involve:**

- design of NAM's new [aidsmap.com](http://aidsmap.com) website, and work on NAM's hepatitis website [infohep.org](http://infohep.org)
- design of other digital projects associated with NAM's work
- maintaining the upkeep of brand materials
- developing design templates for digital and print publications
- typesetting and layout of print resources
- picture research and maintaining an image archive
- creating supporting graphics for news articles or other publications as necessary
- design of HTML email bulletins
- creative design of marketing materials
- producing production ready products for dispatch to print and production houses
- liaison with print and production houses.

### **The postholder should have skills/experience in the following areas:**

- a high level of competency in Adobe Creative Suite packages such as Photoshop, InDesign and Illustrator
- excellent typographic skills
- website design skills
- appreciation of user experience and web usability standards
- able to demonstrate initiative and show a willingness to engage with content
- creative illustration skills and a basic knowledge of HTML and CSS would be an advantage.