



JOB DESCRIPTION

Job Title	Graphic Designer
Department	Graphics
Responsible To	Head of Creative

PURPOSE OF POST

The management of Eclipse have a shared commitment that the company will provide a profitable delivery of Presentation Services combined with outstanding standards of quality within the management of our own resources, the delivery of our services to each other and to our clients.

The Graphics department have an emphasis on direction of the creation and production of high quality set design concepts and art work for Eclipse campaigns such as brochures, adverts, events, conferences etc.

The post-holder will aim to exceed client expectations at all times in the delivery of quality creative design solutions through attention to detail, outstanding communication, customer care and speed of service.

Within the above commitment you are responsible for the part of our delivery that includes:

MAIN DUTIES & RESPONSIBILITIES

- Work closely with 3D designers in the creation of events graphics and branding ranging from content solutions to artwork preparation
- The post holder will develop ideas, multi-task, and quickly turnaround high quality graphics under sometimes tight deadlines.
- To create on-screen content for clients (Award shows) and internally
- Assist in the design and preparation of pitch documents, presentations and internal marketing material
- To edit videos
- Following graphics workflow and procedures
- Project time tracking, administration
- Attend internal and external meetings
- Operate shows

OTHER RELEVANT INFORMATION

- Opportunities to develop motion content design and video editing skills
- Eclipse Presentations are looking for a 'self-starter' with a 'can-do attitude'
- It is important that the post-holder has a passion for the work they do and for the industry



- Demonstrate an up to date knowledge of the industry, paying particular attention to conferences and events, ensuring understanding of the marketplace is maintained at all times
- Maintain an active programme of continual learning and development with regards to relevant and appropriate software and technology
- Maintain an active interest in the development of Eclipse Presentations including its aims and objectives
- Have a clear understanding of, and active interest in, web type and graphic design with a solid grasp of current developments and trends in these areas
- Understanding Eclipse's equipment and various video formats/resolutions will be advantageous

The above is not an exhaustive list of responsibilities and the jobholder will be expected to perform other tasks as required by his/her changing role within the Company and by the business needs of the Company.

PERSON SPECIFICATION

TECHNICAL SKILLS/QUALIFICATIONS/EDUCATION & TRAINING

- Microsoft Office Suite including Powerpoint
- Adobe Creative Cloud to include Photoshop, Illustrator, Indesign, After Effects and Premier Pro
- Knowledge/experience of post-production and video editing (Final Cut/Premiere) (Cinema 4D, 3ds max, Maya or Rhino)
- AutoCad is desirable
- An understanding/knowledge of 3D is an advantage but not essential
- Keynote
- Creative and Project oriented thinking
- Any other relevant creative skills are welcome for example, sound composing, html, flash, programming skills to name a few

EXPERIENCE & BEHAVIOURS

EXPERIENCE

- Demonstrable experience as a Graphic Designer within live events or related industries
- The post-holder should have experience of working on a variety of projects
- Ability to work within a team environment and independently

BEHAVIOURS/COMPETENCIES

- Possess excellent communication skills, both verbal and written
- Creatively confident with the ability to suggest new & innovative solutions direct to client and colleagues
- The ability to work well under pressure and to tight deadlines, whilst maintaining accuracy in delivery



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- Will have excellent attention to detail
- Good organisational skills
- Excellent time- keeping
- Will be flexible, enthusiastic proactive and client-focused

If you would like any further information on the role or would like to apply for any of our available positions please email our recruitment team at hello@eclipse.global.