

University of Southampton Students' Union

Design Crew

Job Description

Our mission: **unlocking the potential and enriching the life of every student.**
Your role in this mission is described below.

Main Purpose of role:	To produce innovative concepts and designs for specific clients/ projects and campaigns
	To further the implementation of the Union's visual identity
	To update and amend existing designs
Responsible to:	Marketing and Communications Manager
Responsible for:	None

Main Duties of the Post

To produce concepts and designs for specific clients/projects and campaigns

- 1) To work on design projects to an agreed design brief as allocated by the Marketing and Communications Manager and/or Graphic designers
- 2) To develop design ideas and basic concepts into fully worked out design solutions for new and existing projects
- 3) To work to a very high level of accuracy to ensure a quality end product
- 4) To work with a high level of efficiency and organisation to manage and meet deadlines

To further the implementation of SUSU's visual identity

- 1) To ensure that the Union's branding guidelines are adhered to and incorporated in all design projects, under the ultimate guidance of the Marketing and Communications Manager
- 2) To produce new graphics, illustrations, charts, maps, animations, hand drawn images and icons for multi-platform projects according to design brief
- 3) To maintain high standards of customer service when liaising with all clients

To update and amend existing designs

- To update existing graphics in Union publications and the Union website, working with existing branding and logos and adapting templates as required
- To update existing text in Union publications and collateral, working with existing branding and logos and adapting templates as required

SUSU Staff Behaviours

We have defined how we expect all staff to behave at work to live our **values**:

- Be personally **responsible** and lead by example in our work
- Be **inclusive**, making sure there is something for everyone in all we do
- Be ambitious and **engaging** by pushing the boundaries in what we offer members
- Encourage **students to lead** and be **responsive** to both staff and member ideas
- Be **transparent**, open and honest with each other and our members
- Work together, encouraging and supporting each other to do the best we can