

## ***Job description: Designer, New York***

### **About Living Group**

At Living we make a difference. A difference for our clients, our people and the communities we work in. We employ smart thinking and industry insight to create positive outcomes for our clients in the financial, professional services and technology sectors.

With offices in New York, London and Hong Kong our specialists' deep understanding of our clients' sectors means we challenge thinking, inspire ambition, and deliver meaningful change across their organisations through effective and integrated brand, digital and marketing communications.

### **About the position of Designer**

Based in New York, this full time creative role requires a person with a minimum of four years' relevant work experience, preferably having worked previously with corporate clients. You will be packed with great ideas, have strong communication skills, want to learn and be able to work accurately and efficiently under pressure within a fast growing team.

### **The position reports to:**

- Executive Creative Director, New York.

### **Overall, the position holder will:**

- Generate first-class concepts, visuals and creative ideas for brand, digital and advertising projects
- Create work with existing client guidelines, ensuring that all work created is brand compliant, as well as creating new visual brand guidelines.

### **Specific duties include:**

- Take accurate and detailed briefs from the account team and the Executive Creative Director
- Develop engaging and exciting creative ideas for branding, print and digital projects
- Present work and articulating creative ideas internally, but also in time to clients
- Work accurately under pressure and to tight deadlines, always aware of budgets and time spent.

### **Overall, you are expected to:**

- To be both conceptual and practical, producing highly professional designs
- To be a team player and be able to assist your colleagues at all time, with a 'can do' attitude
- Having an experience of working with corporate clients, ideally from the financial and professional services sectors
- To be able to work with clients' existing brand guidelines, enhancing and amplifying designs
- Having excellent typographic skills and a keen eye for detail
- Working on digital design projects – websites, animations and infographics
- Possessing strong project management and organizational skills, liaising confidently with suppliers and clients alike
- Working with the Executive Creative Director on new business proposals and pitches
- Providing, and often leading, useful contributions to team meetings and conversations
- Being thoughtful and constructive during presentations and critiques
- Producing clear and concise verbal and written communications.

### ***Living Group***

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Living Group is the trading name of Living Designs Associates Limited Registered in New York DOS ID: 4772814

**Skills required:**

- You must be fully Mac OS literate
- You are fully proficient in InDesign, Photoshop and Illustrator
- You have working knowledge of Office software (Word, PowerPoint and Excel).

**Key Performance Indicators**

| <i>Target</i>   | <i>Performance indicators</i>   |
|---|---|
| Ensure client satisfaction across all creative work you produce, adhering to the brief.   | Project delivery, on time, on budget and on brief. Right first time.                            |
| Lead and mentor junior creatives as we grow.  | Employee retention and team development.  |
| Teamwork – working as a team to deliver the very best creative work we can as a business. | Feedback from other team members and the increased involvement in integrated branding projects. |

**Review periods and feedback mechanisms:**

- Performance appraisals conducted by the Executive Creative Director – twice a year.

If you wish to apply for this position, please email Andy Richards at [andy.richards@living-group.com](mailto:andy.richards@living-group.com)