



# Imperial Society of Teachers of Dancing

## Job Profile

### Junior Graphic Designer

#### About the ISTD

ISTD exists to make teaching and learning dance accessible to all.

Our membership is recognised as the mark of quality dance teaching around the world. We support teachers to develop their careers and businesses through progressive training, performance qualifications and events. Together, we aim to build a diverse and sustainable dance profession by championing inclusion and increasing access to dance teaching

The Society is a registered educational charity (250397), regulated examinations board, and membership association. With 6000 members in 59 countries worldwide, we conduct over 120,000 examinations and 20,000 hours of Continuing Professional Development each year.

**Istd.org**

#### Summary of the role

We are seeking a personable and proactive graphic designer to join our busy marketing and communications team. While there will be a strong support network in place for you, this is an autonomous, fast-paced and varied role that will require exceptional multi-tasking and prioritising.

No day is ever the same. You will be delivering:

- Video editing and animation
- Social media content
- Digital communications
- Design for print and merchandise.

Working on projects ranging from designing social media assets, to event collateral to, membership benefits videos and info graphics, to downloadable learning resources and policy papers.

You'll be able to develop positive relationships with internal and external stakeholders including design agencies, printers and photographers.

You'll work with the marketing team to respond to briefs in a creative and timely way – presenting concepts and artwork.

You'll represent and champion the brand, making sure all design output is accessible and inclusive.

And you'll carry out any necessary administrative processes to support the work of the department, including archiving material and any other tasks/events that may be required to support the objectives of the organisation.

We require candidates to have:



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- A degree in Graphic Design, motion graphics or related field
- Trained in Adobe Creative suite: After Effects; Premier Pro; Illustrator, Photoshop, InDesign.
- Excellent eye for detail and ability to work collaboratively
- The desire to add value to the project
- Understanding of social trends
- Understanding of accessible design
- Critical thinking and good analytical problem-solving skills to support effective decision-making
- Attitude of personal responsibility and accountability and a flexible, 'can-do' attitude towards the workplace
- Ability to maintain confidentiality and GDPR data protection legislation requirements

## Desirable

- Previous experience of working within a design team for a membership, education or arts /dance environment.
- Photography skills

## Working Hours

This is a full-time role, working 35 hours a week, from Monday to Friday from 9am to 5pm, with a one-hour lunch break.

## Additional Information

This role will be offered on a Hybrid work basis (2 days worked in the office and the remainder of the week can be worked remotely). When working remotely, the postholder will be required to work from home in an environment with a high-speed broadband.

The office remains open from Monday to Friday and is available for those who would prefer to work in the office environment or have difficulties working remotely.

Hybrid working will be reviewed on an ongoing basis and employees may need to revert to homeworking, in line with any new government advice.

## Remuneration

The annual salary for this position will be a Band B (which ranges from £26,833 to £31,497 to per annum), depending on experience.

## Additional Benefits

- Flexibility; this role can be worked on a Hybrid basis, (2 days in the office and the remainder can be worked from home). On days working in the office, employees have the option to adjust their start/finish time to avoid busy commuting times. More information is available in the ISTD Hybrid Work Policy.



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- 25 days paid holiday each year (plus the 8 public/bank holidays). In addition, 4 days between Christmas and New Year when our office building is closed; 37 paid days in total.
- **Season ticket loan available.**
- Employer Pension Contribution matched up to 8%. You will be auto enrolled into the pension scheme after 3 months of employment. Employee contribution must be minimum 4% and is matched by ISTD to a maximum of 8% (although employees can contribute more than 8%).
- Employee Assistance Programme, consisting of 24/7 telephone access to a trained counsellor, financial advisor or a nursing and midwifery council registered nurse. Access to the My Healthy Advantage App with live chat facility, wellbeing videos and articles, mini health checks, 4 week plans for lifestyle changes and a mood tracker.
- ISTD provides employees with Life Insurance benefit provided by MetLife. MetLife provides a death in service benefit, based on a multiple of three times your annual salary, bereavement and probate service to the family. This benefit is available to all employees after they have passed their probation and are below the age of 70 years.

## Training

An initial induction, followed by guidance on ISTD policies and processes to ensure they feel confident, fully informed and equipped to carry out their responsibilities.

## Equal Opportunities

The Society values diversity of thought and experience. We welcome applications from anyone regardless of their age, disability, ethnicity, heritage, sexuality, gender and socio-economic background. If you have any access needs or there are any barriers to access please let us know this in your application or if you would like to discuss any of this prior to applying please email: [hr@istd.org](mailto:hr@istd.org)

## Method of Application

Please send a letter of application and CV to [recruitment@istd.org](mailto:recruitment@istd.org)

The letter of application should summarise what you are able to bring to the role and how you meet the person specification. The successful candidates will also be required to provide details for two recent references that can evidence skills and suitability to carry out this role, (whether in an employed or voluntary capacity).