



Graduate Scheme: Graphic Design Assistant

Are you interested in exploring graphic design in events marketing?

This one-year graduate scheme in our Design Team is an ideal entry-level job for those looking to start a career in graphic design, and offer opportunities to learn more about the many other aspects of events marketing and management, including conference production, copywriting, operations, sales and more.

What skills will you develop?

The Design Team supports the wider company, empowering staff to promote our brand, drive sales of our events and products, and deliver promotions on various media platforms.

Learn to create static and animated marketing collateral, preparing digital and print materials for use at events, on-site videography and photography, and assisting the wider team with day-to-day graphic design tasks.

What do we have in store for you to strengthen your experience?

A small but experienced and supportive team to provide all necessary training, defined company branding guidelines & examples, and an openness to incorporating additional training into your schedule.

Job Description:

- Create marketing collateral for use on social media platforms
 - Use Adobe Photoshop to create attractive images to advertise concepts including but not limited to featured speakers and sessions, sponsor involvement, event feedback, and written/audio content pieces.
- Use Adobe Premiere and After Effects to create animated versions of the above, as well as utilising templates to edit and create videos including Q&A interviews, Welcome Addresses
- Attend our events to shoot photos and videos of the conference experience for use in marketing materials, as well as film interviews and testimonials
- Assist the Design Team with website maintenance

Applicants must be / have:

- An organised and methodical approach to their work, with excellent attention to detail.
- A team player who is comfortable both in sharing their opinion and receiving constructive guidance.
- Technological experience and an aptitude for learning new software and systems.
- A solid foundation in Adobe Photoshop, or similar application
- An understanding of the principles of Graphic Design

The following traits would lend applicants an advantage

- Experience with Adobe Premiere and After Effects, or similar application
- An understanding of the principles of photography and videography
- An undergraduate or similar qualification (non-graduates with a strong portfolio will also be considered)

Benefits of the role:

You will receive a basic salary of **£20,000–£22,000 PA**

Remote, flexible working opportunities are available: during a probationary period, 3-4 days per week will be undertaken on-site in Botley, Oxford. After this staff are permitted to remote work Mon/Tues/Weds. This role is not fully remote.

After the end of the one-year scheme, the company will assess the possibility of extending the role or making the role a permanent position.

Additional benefits include – gym membership, further training opportunities, and regular social events.

Interested in joining the team? Email your CV and cover letter to careers@oxfordglobal.co.uk

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