



Community Arts by ZK
Office 2
Northlight Estates
Northlight Parade
Brierfield/Nelson
Lancashire
BB9 5EG

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Job Description: Digital Designer

Responsible to: Line Manager.

Job Profile: To manage all digital communications at Community Arts by ZK (CAZK). Responsibilities include managing all digital artwork, upkeep of the website, project branding, graphic design, social media and digital archives.

Location: Community Arts by ZK headquarters, Northlight Estates, Northlight Parade, Brierfield, Nelson, BB5 9EG

Terms and Conditions: Fixed Term Contract: 3-year fixed contract (subject to successful 3-month probationary period) with the possibility to be extended with further funding.

Salary: £23,000 per annum (Pro-Rata)

Hours of work: 32 hours per week

Principle tasks and key priorities:

- Designing, producing and managing online content for projects and events
- Designing and producing publicity materials
- Managing social media accounts
- Seeking out new social media avenues and ways of connecting with audiences.
- Creating content that promotes audience interaction, increases audience presence on company sites and encourages audience participation
- Propose new ideas and concepts for social media content and engagement
- Leading and managing the project archive digitisation (photographs, historical records, oral records, artworks such as textiles, mixed media collages etc)
- Updating the website
- Supporting with all digital design (video editing, app design, digital collaging, how to design for book-making etc)
- Taking and editing photographs
- Managing marketing communications (pitching design ideas to the team and taking on their feedback in terms of the website, posters, social media templates, project branding etc)
- Attending workshops when required and documenting using video and photography

General:

- Contribute to the development and sustainability of CAZK
- Undertake appropriate training as agreed
- Actively participate in monitoring, evaluation and appraisal.
- Ensure Community Arts by ZK's policies and best practices are adhered to, such as health and safety, equal opportunities, safeguarding and artistic and social policies.
- This post requires an enhanced disclosure and Barring Service check.
- Anything else that may be required to meet the objectives in line with the role.

Qualifications:

- Bachelor's degree or higher in a creative, or similar discipline is preferable

Experience:

Essential:

- 5 years minimum of Digital design experience.
- Experience working as a Digital Designer for an organisation.
- Experience creating and managing an archive website.
- Contemporary eye for design.
- Delivering high-quality graphic design, managing projects from initial concept through to completion.
- Excellent IT skills, especially with design and photo-editing software.
- Thorough knowledge of the Adobe package.
- Thorough knowledge of InDesign.
- Thorough knowledge of how to use an Apple Mac.
- Web Designer experience.
- Excellent communication skills both verbal and written
- Ability to work as part of a team as well as independently.
- Exceptional creativity and innovation.
- Excellent time management and organisational skills.
- Accuracy and attention to detail.
- An understanding of the latest social media trends and their role within a commercial environment.
- Professional approach to timekeeping and deadlines.
- Videography experience.
- Ability to work with a diverse range of people from a variety of cultural and socio-economic backgrounds/experience of working with communities.

Desirable:

- An interest in working with a creative organisation.
- An interest in heritage.

About Community Arts by ZK: Community Arts by ZK is an award-winning community interest company based in Pendle. At CAZK, we use art as a driving force to bring communities together from different age ranges, socio-economic and cultural backgrounds, with a strong emphasis on community cohesion, integration and wellbeing. We design and deliver art projects, activities, and workshops that value, encourage and engage people in the community, allowing them to express themselves more effectively and communicate their ideas in a creative way. Our workshops and projects cover a broad range of techniques, and we work with creative practitioners and artists from across the world and from a variety of creative disciplines. Examples include fine art, mixed media, photography, traditional and contemporary methods, textiles, environmental artists, installation, and sculpture.

What we can offer you: We are based in a newly renovated mill, Northlight modern, state-of-the-art building right in the heart of Pendle. We have brand new facilities with Mac Computers and a bespoke office layout. You will get your own desk space with computer and access to the business centre's facilities. With a gym in the building, you will get a discounted price, accessible free parking and fantastic transport links. You will receive 22 days per year plus bank holidays and we also have a workplace pension scheme with employer contribution. We will offer a variety of training and networking opportunities and you will regularly get the chance to meet renowned artists and makers from across the world. If you want to work in a luxurious and modern building and make a difference to the lives of people in Pendle, then this role is for you.

How to apply:

Submit a one-page (maximum) expression of interest highlighting why you are interested in this role as Digital Designer and include your CV to info@communityartsbyzk.co.uk. Please include a portfolio of previous work with relevant links.

Deadline for applications is 5pm, Monday 5th February 2024.