

THE : FUTURE : LABORATORY JOB DESCRIPTION

Job Title:

Creative Artworker

Department:

Foresight

Reporting structure:

Role reports to: Art director

Team members: Head of foresight, designer, creative, creative researcher, senior creative researcher

Summary of company:

The Future Laboratory is a strategic foresight consultancy. Since 2001, we have prepared clients for the future by giving them the confidence to take the decisions today that will create transformative growth tomorrow. We have grown into an organisation with international reach, employing more than 80 people, headquartered in Spitalfields, London. The Future Laboratory has foresight at the heart of everything we do. As an organisation we are inspiring, knowledgeable, forthright, charismatic and independent. We believe what we deliver is unique and game-changing, and we are committed to being ethical, responsible and socially minded.

Summary of role and responsibilities:

Our creative team is small but growing fast and we are looking for a creative artworker with the imagination to inspire us and our clients. You will be comfortable working on both print and cross-media briefs, and will work alongside our creative and research teams on client and in-house projects. You will have technical ability and will be able to interpret and deliver briefs to a high standard. You will have experience working in a demanding environment on multiple tasks and be confident about delivering projects.

You will also be responsible for the guardianship, management and development of the brand guidelines throughout the entire business.

Key responsibilities:

- : Ability to manage multiple design projects of varying complexities, ability to meet deadlines and work well under pressure
- : Brand guideline guardian for keynote proposals, presentations, client deliverables and TFL and LS:N websites
- : Enthusiasm for exploring new formats and evolving the brand guidelines where appropriate
- : Ability to creatively interpret briefs and consistently deliver high-quality, innovative work
- : Work alongside our creative team helping develop their ideas as well as working on

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- individual art-working projects
- : Managing the development of templates and guidelines and ensuring their correct implementation across the whole business
- : Identifying any areas of improvement in quality of output and effectiveness of working processes, and finding creative solutions as necessary

Essential skills and experience

- : Ability to create artwork for print and digital
- : Competence in Adobe Creative Suite, Keynote and PowerPoint
- : Working understanding of HTML5 and CSS
- : Experience working with both large and small brands
- : Solid understanding of client deliverables and the ability to take responsibility for them
- : Great creative ideas and the ability to communicate them well
- : Have a creative eye, enjoy style and popular culture
- : Proactive problem-solving abilities
- : Culturally aware – aware of wider communications, marketing and cultural trends as a whole