



ROYAL
OPERA
HOUSE

JOB DESCRIPTION

Title: Creative Studios Designer

Reports to: Production and Operations Manager

Main Purpose of the Job

To provide expert artwork design capability in the Creative Studios team, specializing in editorial design and Photoshop work

To deliver a range of print and some digital materials - from concise informational pieces to content-heavy material – working with departments across the Royal Opera House

Working in consultation with other Audiences and Media teams, to deliver a coherent visual identity, aligned to the ROH brand and target audiences, implemented across all assigned projects

Main Responsibilities

Working to the priorities set by the Production and Operations Manager:

Design for Standard Materials

- Design and maintain branded templates, with a coherent and distinctive visual identity, for content-producing departments across the ROH, including:
 - Programmes and cast sheets for productions and daytime events
 - Forms and document templates for staff communications and internal workflows

Project Briefs

- Working to a design brief, design and produce print collateral and some digital communications for Development and Enterprises, Audiences and Media, and Learning and Participation teams as required, including:
 - Design and layout of philanthropy and membership collateral and materials for fundraising galas and events
 - Design and layout of education materials for ROH school learning and teacher training initiatives
 - Design of event and communication materials such as flyers, brochures, advertorial, cinema and Big Screen materials, and corporate communications for various ROH departments

Brand and Identity

- Working with the Audiences and Analytics team as required, ensure a coherent visual identity of the ROH brand across all given projects through correct use of the brandmark and use of the brand palette

Project Support

- Provide essential Photoshop support to the Creative Studios team through touch-up and composite work as required, working to tight deadlines
- Provide technical advice and layout support to the Creative Studios team as required
- In collaboration with the Creative Studios team, oversee and check printers' proofs

Continuous Improvement

- Ensure that all work upholds the image and ethos of the Royal Opera House and its Companies
- Manage own learning and continuous professional development relevant to the role
- Contribute as a team player within the Creative Studios team and Audiences and Media Department
- Contribute to a culture of innovation and continuous improvement

PERSON SPECIFICATION

Essential Knowledge / Skills and Experience

Design and Technical skills

- Ability to demonstrate a track record and portfolio of artwork for a range of design briefs
- Thorough working knowledge of Adobe Creative Suite including excellent advanced InDesign and Photoshop skills
- Significant experience of editorial design in an information-heavy organization
- Significant experience of working with print production processes
- Ability to generate design ideas and creative solutions working with tight project constraints
- Extensive experience in and creative flair for typography and editorial design
- Ability to apply skillset successfully within the context of the performing arts
- The ability and interest to build on these design and technical skills and to absorb relevant subject matter knowledge

Project Management

- Ability to work to a project brief, and advise on the best way to collaborate at key stages in the design process
- Experience of working to tight deadlines with thoroughness, detail and accuracy
- Excellent time-management and organizational skills and ability to manage a busy workload
- Ability to fulfil a creative brief working in a busy office and to deliver high quality work when under pressure
- A flexible approach and a proven ability to remain calm in the face of multiple demands

People skills

- Able to engage effectively with different teams and departments to understand their needs when following up on a project brief
- Experience of working collaboratively with multi-disciplinary teams and people at all levels

- Ability to work sensitively and diplomatically with multiple teams with differing needs across an organization

Continuous Improvement

- Ability to work to and support a culture of continuous improvement
- Commitment to managing own learning and continuous professional development relevant to the role

This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.

