

Energy Industries Council Job Description

Job Title:	Junior Graphic Designer	Business Location:	Rio de Janeiro

Responsible to (Line):	Head of Marketing and Communications	Responsible to (Function):	
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Purpose / Role

As Junior Graphic Designer, you will be responsible for the creation of graphics, imagery, infographics and with the potential for video content for the EIC.

You will be required to coordinate with all departments in our five worldwide locations on graphics and imagery for events, publications and reports, news and EIC products and services.

Key aims and objectives

- To work closely with the marketing department and other offices and departments to produce high-quality, on-brand graphics, imagery and infographics for use across the EIC website, social media channels, email marketing, publications, reports, presentations, flyers and banners.

Prime responsibilities and duties

Creation of graphics

- To create graphics for all EIC channels including the website, email marketing, social media, publications, flyer, presentations, banners and more using Adobe Photoshop and InDesign.
- To adhere to EIC's style, branding and colours when putting together graphics incorporating imagery, logos and text.
- Ability to provide several options for consideration and receive feedback for further iterations if required.
- Proof-reading of content within graphics to ensure accuracy and quality.
- To create infographics and animated graphics to promote EIC events, products and services and for publications.
- To suggest ideas and concepts for new creatives for all channels.
- To react responsively to graphic creation requests by key stakeholders in our five global locations.

Video editing growth opportunity

- To take on the challenge of developing EIC video editing capabilities in-house, through short promotional clips, event recordings and more.

Allied occasional duties

- To assist with marketing related tasks or requirements
- To carry out such other duties as may be required from time-to-time

Key internal interfaces

- Head of Marketing and Communications
- Marketing Coordinator
- Marketing Intern – Social Media
- Marketing Intern – Email Marketing
- Chief Executive Officer
- EIC Event Managers and Coordinators
- All UK and overseas EIC staff

Key external interfaces

- Possible creative and design agencies
- Cantarus (digital marketing agency)

Core competencies

- A passion for Graphic Design
- Experience in photo and graphic editing software, preferably Adobe Photoshop and InDesign
- Strong English language skills for writing content and proof reading
- High professional standards for produced graphics and imagery
- Strong ability to prioritise workload, work under own initiative and cope under pressure
- Good interpersonal and proactive communication skills
- Works well as part of a team and independently

Issued (date): Signed by Line Manager: Functional concurrence: Signed by Employee:

(if appropriate)

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