

## Deputy Studio Manager

**Location:** Letchworth, Hertfordshire  
**Hours:** 37 hours per week, plus overtime  
**Contract:** Permanent

**Sonovision are a multi-award-winning agency who provide a full range of Technical Publications, Graphic Design, Marketing and E-Learning solutions to multi-national companies world-wide. Our Creative Design Studio provides a broad range of print and digital design services along with video production and editing. Our 3D modellers and animators develop product visualisations and animations for marketing and E-Learning material making us a unique design agency.**

We are seeking a Senior Creative Designer to deputize for the Studio Manager and assist in the day-to-day running of our expanding Studio. The successful applicant will; be a highly creative all-round designer, with experience in both print and digital design, work closely with the Studio Manager to deliver on client objectives by meeting deadlines and budget, bring inspiring creativity to design tasks while ensuring the high expectations and standards are achieved from a well-respected design studio.

### Key Tasks and Responsibilities:

- Lead and communicate design, interactive design and concepts for any work assigned to the Studio including: visual layout, storyboarding, brainstorming and copywriting.
- Perform high level design tasks.
- Take briefs from external/internal clients and project managers and interpret their vision.
- Implement workflow and project management processes to make for a smooth and efficient project life cycle.
- Assist Studio Manager with a review of daily resource and workload schedules.
- Estimate and quote for Studio time and print management.
- Keep customers, management and team up to date on project statuses.
- Mentor and motivate the design team to help them deliver on their objectives.
- Ensure projects are completed and delivered to agreed timescales, within budget and to the highest standards.
- Maintain quality control by overseeing all studio work, ensuring compliance with ISO9001:2015 standards and the Sonovision Quality System.
- Assist Studio Manager with monthly invoicing.
- Assist Studio Manager with budget management and sub-contractor resources.

### The right candidate will have the following skills and background:

- Proficient in the use of Adobe Creative Cloud; InDesign, Photoshop, Illustrator, PremierePro, AfterEffects, Quark Xpress, CorelDraw.
- Knowledge/Experience of HTML5, CSS, JavaScript, JIRA, UI/UX, 3D Studio Max, Unity 3D and emerging technologies like AR/VR would be an advantage.
- Excellent attention to detail.
- Excellent communications skills – verbal and written.
- Excellent creativity and ideas creation.
- Ability to deliver artistically impactful work on time.
- Ability to multi-task under pressure whilst maintaining a calm, professional attitude.
- Ability to work flexibly as deadlines dictate.
- High level organisation, prioritisation and time management skills.

- Team oriented with ability to work autonomously and take the lead in multiple design projects at once.
- Resourceful with aptitude for practical and innovative problem solving.
- Open to providing and receiving feedback.

Please note, candidates must successfully undergo UK Security Vetting before they can be appointed. The level of security needed is Security Check (SC).

### Screening:

Are you an experienced Senior Creative Designer with good project management skills, ability to work under pressure with a team?

Are you proficient in industry standard software applications?

Do you have experience working in a Studio?

Do you have an interest in engineering and how products work?

Are you eligible to live and work in the UK, with a valid Passport?

### If you are interested in joining our team, send your CV to:

**Karen Angel**

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