



JOB DESCRIPTION CONTENT

Job Title	Advertisement Production Designer – fixed term contract (6 months)
Location	Archant Specialist Magazines, Cheltenham
Reference Number	
Reporting Relationships	<ul style="list-style-type: none"> • Group Production Manager
Job Purpose	<ul style="list-style-type: none"> • Advertisement Creation <p>This job involves creating and amending advertisements for our monthly magazine titles, sending pdf proofs to clients, assembling advertising pages, and creating print ready pdfs. Some related administration.</p>
Skills Needed	<ul style="list-style-type: none"> • Good knowledge of Quark Xpress and Photoshop. (Illustrator an advantage) • Familiarity with Word, Excel, Outlook Xpress, Microsoft Explorer. • Should have good written English • Needs to be a clear and calm communicator. • Needs to approach workload in an organised and methodical way.
Organisational Chart	As a member of the Archant Specialist publishing team you will report to the Group Production Manager who reports to The Managing Director.
Main Responsibilities	<ul style="list-style-type: none"> • Creating and amending adverts using Quark Xpress and Photoshop and accurately following instructions. • Identifying and highlighting any problems and seeking solutions. • Checking own work for mistakes. • Updating the Ad production software (ADMAN) to track the progress of adverts • Emailing proofs to clients and keeping a record of approvals. • Assembling advertising pages and creating pdfs for print.

Working relationships	You will work as a member of the production team. You will have interaction with a variety of colleagues i.e marketing, advertising and editorial.
Most challenging part of the job	Working to tight deadlines, staying calm under pressure, paying attention to detail.
Health & Safety	<i>All employees must observe and comply with Archant policies and procedures for health and safety. This role requires the lifting of magazine bundles and promotional material.</i>
Equal Opportunities Statement	<i>All employees must observe and continually promote equal opportunities and customer care in compliance with Archant's aims and objectives</i>
Job Description Agreement	<p>To be signed within 6 weeks of employment after discussion with line manager.</p> <p>Manager:</p> <p>Date:.....</p> <p>Post holder:.....</p> <p>Date :.....</p>