



## PERSON SPECIFICATION FORMAT

**Job Title:** Production Designer

**Location:** Cheltenham

**Job Ref. Number:**

SECTION	ESSENTIAL CRITERIA In order of priority	METHOD OF ASSESSMENT Must be identified by each criteria
<b>Education / qualifications Training</b>	1. Ideally have a formal design qualification or relevant industry experience.	Application form/CV and interview
<b>Experience</b>	1. Experience of creating adverts and promotional materials using industry standard design software (Quark, Photoshop, Illustrator).  2) Experience of working within a team, communicating effectively with colleagues, finding creative solutions.  3) Experience of working to deadlines.	Application form/CV, interview   Interview Qs   Application form /CV and interview
<b>Knowledge / skills</b>	1) Computer literate, competent in Quark Xpress, Photoshop, Excel, Word and Outlook Xpress.  2) Good communication skills.  3) Attention to detail	Interview / test   Interview Qs  Interview, test

<b>Work related attributes, qualities, competencies</b>	<ol style="list-style-type: none"><li>1. Conscientiousness, diligence and ability to take responsibility</li><li>2. Honesty, openness to change</li><li>3. Friendly, co-operative manner, can-do attitude</li><li>4. team player</li><li>5. Self motivated</li></ol>	Interview Qs Interview Qs Interview Qs Interview Qs Interview Qs
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