

## ***Job description: Designer, New York***

### About Living Group

At Living we make a difference. A difference for our clients, our people and the communities we work in. We employ smart thinking and industry insight to create positive outcomes for our clients in the financial, professional services and technology sectors.

With offices in New York, London and Hong Kong, our specialists' deep understanding of our clients' sectors means we challenge mindsets, inspire ambition, and deliver meaningful change across their organizations through effective and integrated brand, digital and marketing communications.

### About the position

Based in New York, this full time creative role requires a person with 4+ years' relevant work experience, preferably having worked previously with corporate clients. You will be packed with great ideas, have strong communication skills, want to learn and be able to work accurately and efficiently under pressure within a small team.

### The position reports to:

- Client Strategy Director, New York.

### Overall, the position holder will:

- Take accurate and detailed briefs from the account team and the Client Strategy Director
- Develop engaging and exciting creative ideas for branding, print and digital projects
- Present work and articulating creative ideas internally, but also in time to clients
- Work accurately under pressure and to tight deadlines, always aware of budgets and time spent.

### Specific duties include:

- To be both conceptual and practical, producing highly professional designs
- To be a team player and be able to assist your colleagues at all time, with a 'can do' attitude
- Having an experience of working with corporate clients, ideally from the financial and professional services sectors
- To be able to work with clients' existing brand guidelines, enhancing and amplifying designs
- Having excellent typographic skills and a keen eye for detail
- Working on digital design projects – websites, animations and infographics
- Possessing strong project management and organizational skills, liaising confidently with suppliers and clients alike

### ***Living Group***

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- Working with the Client Strategy Director on new business proposals and pitches
- Providing, and often leading, useful contributions to team meetings and conversations
- Being thoughtful and constructive during presentations and critiques
- Producing clear and concise verbal and written communications.

Skills required:

- You must be fully Mac OS literate
- You are fully proficient in InDesign, Photoshop and Illustrator
- You have working knowledge of Office software (Word, PowerPoint and Excel).

Overall, you are expected to:

- Have strong creative and design execution skills
- Be a team player with strong communication skills
- Have a willingness to learn about new creative processes, technologies and creative influences.

Key Performance Indicators

| Targets  | Performance indicators  |
|--|---|
| Ensure client satisfaction across all creative work across the Group               | Project delivery, on time, on budget and on brief                                     |
| Teamwork. Working as a team to deliver a joined-up approach right across the Group | Feedback from other team members and the increased involvement in integrated projects |
| Assist with new business presentations and pitches                                 | Feedback from senior team   |

Review periods and feedback mechanisms:

- Performance appraisals conducted by the Client Strategy Director in New York – twice a year.