

Overview of Role

The Assistant Graphic Designer works to the Graphic Designer and Graphics Art Director. The Assistant Graphic designer works with the Graphic Assistant/Runner to maintain the work flow within graphics department and between other departments as instructed by the lead graphic designer/ graphics art director.

Core Responsibilities:

These core responsibilities are provided as a guide and are not exhaustive. The exact responsibilities in a particular job will vary depending on the scale / budget band / genre of the production.

1. Production research and preparation

- ☒ Check with the lead Graphic Designer (GD) or Graphics Art Director (GAD) the research to be carried out and timelines for this
- ☒ Agree and confirm research requirements and how to present your visual findings
- ☒ Use a variety of resources to find the information required including major image libraries for example, find correct references for particular period, style and genre
- ☒ Organise and present research material and findings for current or future use in design practice
- ☒ Check that clearances for images are sought when required
- ☒ Ensure that your kit is compatible with the work required
- ☒ Confirm with your lead GD, their vision, aims and objectives and target audience for the production
- ☒ Build rapport by creating a relationship with the designer on trust and shared values
- ☒ Identify potential challenges to completing the work and provide creative solutions to solve these
- ☒ Select and use design tools to support and achieve design aims
- ☒ Liaise with your supervisors to understand and establish key themes and guide your direction in designing
- ☒ Collate mood boards and references, and present graphic prototypes for “show and tell”
- ☒ Produce simple artwork and graphics under supervision as required
- ☒ Read the script breakdown to understand the design brief and its parameters

2. Coordinate activities to support the Graphics department

- ☒ Proactively identify tasks that you can manage independently to support your team's workflow, providing assistance to other team members in a helpful and willing manner when appropriate using your own initiative
- ☒ Keep communal graphics areas tidy and ready for use, for example, clearing away cut-away paper, washing brushes, tidying paper, etc
- ☒ Carry out weekly or end of week communal workspace reset
- ☒ Check supply levels of graphic consumables and order as required
- ☒ Ensure the GD and team members have the necessary equipment, refreshments, they require
- ☒ Source and order samples from various suppliers as per requests of your superiors
- ☒ Wrap and package graphics to go to set

- ☒ Undertake graphics drop-offs and pickups to and from set as required
- ☒ Liaise with standbys to retrieve graphics needed elsewhere or ensure they have graphics from previous scenes to be re-used later on
- ☒ Oversee runners, work experience or dailies
- ☒ Support the Graphic Designer with implementing the design brief and provide solutions to problems as required
- ☒ Keep records of information that is shared with you for example deadlines, suppliers details

3. Assist with graphics on set

- ☒ Read scripts and identify sets with dressing graphics to label finished graphics
- ☒ Create generic paperwork 'bumpf' for general Dressing as instructed, ensuring correct paper size is used for example imperial or metric, European or American
- ☒ Find graphics in any given scene in order to write out labels on 'TO SET' stickers
- ☒ Assist with creating a presentation pack for the Dressing Props team, outlining where and how graphics should be affixed using graphics house style
- ☒ Monitor and maintain the 'TO SET' box system, ensuring all graphic items are adequately labelled and packaged as per the supervisor's preferences
- ☒ Act as Standby to Graphics chargehand, supporting the Dressing teams on graphic heavy sets as instructed

4. Maintain production information

- ☒ Ensure the most up-to-date scripts, schedules, and unit lists are on a shared drive accessible to all team members
- ☒ Identify which systems are in place, and where and how you will store the assets information for which you are responsible to ensure their safety and security
- ☒ Follow file naming conventions set out by your Head of Department (HOD)
- ☒ Preserve the original file formats whenever practical in order to retain the editability and quality of the content
- ☒ Maintain workflow hygiene with clearances - keep up to date with the clearance log, ensuring you have entered all the clearance requests
- ☒ Organise and maintain records to show what assets and information have been stored and where
- ☒ Treat confidential information and data in line with organisational and data protection requirements for example use of Non Disclosure Agreements (NDAs)

5. Make and execute mock up designs under supervision

- ☒ Test the usability and different materials of a graphic prop for example, screen graphics or any hero graphic that has actor participation / interaction in the shooting sequence
- ☒ Explore the ease of use for graphic props for example by recording the video sequence with graphics in use
- ☒ Carry out sampling materials as instructed by your supervisor, for example, source different carpet pile materials
- ☒ Carry out screen graphics test as instructed by your supervisor, for example, testing out desktop wallpapers to determine if the image ratio is correct

Role Specific Skills:

- ☒ Research the given design genre and collate information and visual references to present to the team
- ☒ Support the lead GD and oversee runners and dailies with basic tasks allocated
- ☒ Liaise with the set-decoration and production runners to organise graphic delivery and pickups to and from set

Other / Transferable Skills:

- ☒ Communication: interpreting other's requirements and communicating requirements to colleagues
- ☒ Team-working: collaboration within own and with other departments
- ☒ Departmental awareness: the roles and responsibilities within the Graphics and Art Department teams and the etiquette to follow

Attributes:

- ☒ Resilience and enthusiasm: adapt positively to changing work priorities and patterns, ensuring deadlines continue to be met. Proactive and explores new ideas and non-standard ways of working which will enhance and deliver the best results for the production
- ☒ Productivity: organises work effectively and achieves required results within deadlines. Demonstrates the drive and energy to get things done in pressurised situations and escalates appropriately when necessary
- ☒ Flexibility: willing to both listen and learn and to accept changing priorities and working requirements and has the flexibility to maintain high standards in a changing production environment
- ☒ Professional development: develop an ethos to learn and seek out learning and networking opportunities, identifying those that will be most beneficial