Job Title: **JUNIOR DESIGNER – PICTURE BOOKS**

Job Purpose: To provide design and administrative support across picture book projects, reporting to the Publisher / Creative Director

Reporting to: Publisher/Creative Director, Picture Books

Typical Responsibilities:

1. **Assist the Publisher / Creative Director at all stages of the creative design process from initial concept through to final artwork:**
   - **a.** Work alongside the Publisher and Art Director on picture book cover design
   - **b.** Route and keep track of the flow of the Publisher/Creative Director's picture book digital assets through the company systems
   - **c.** Enable the Publisher/Creative Director's projects to maintain schedule and be repro-ready according to Walker high technical standards

2. **Undertaking additional duties as required in support of the picture book team's achievement of departmental objectives:**
   - **a.** Prepare materials alongside the Designers and Editors for Acquisition and Candlewick Decide meetings
   - **b.** Support Editors with visual assets where necessary
   - **c.** Follow company systems of working to supply sales and other materials as required

Key Skills:

- Strong ability in picture book layout and design
- Strong interest and ability for hand lettering
- Obvious skills in cover design
- Strong understanding of typography
- A clear, obvious interest in picture book illustration for children aged between 0-6 years

Essential Design Knowledge & Development:

- A degree in design or a creative field
- Two to three years design experience either in children's publishing or with clearly transferable skills
- Hand lettering skills
- Project management skills
- Ability to plan, prioritise and manage a varied workload working in a small and busy team
- Print production knowledge

Must be fluent in:

- InDesign
- Photoshop
- Illustrator

Monitor and keep up to date with other design trends and developments, including:

- Competitor activity in the picture book marketplace
- Typographical innovation and developments

Experience, Skills & Knowledge:

- Excellent communication skills
- Highly self-motivated, enjoy working as part of a small team, and also be able to work independently
- Good English skills

Personal Specification:

- Highly adaptable, flexible, creative and professionally aware
- Respectful and mindful in all communications with internal and external colleagues
- Prior publishing experience desirable, but not mandatory
- Knowledge of the children's book publishing or media industry
- To be committed to children's publishing
- An interest in story telling

Prepared by:

Name:		Signature:		Date:	
Title:		Department:			

Note: *This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.*