

COLCHESTER ZOO

Colchester Zoo is East Anglia's premier and award-winning visitor attraction with over 2 million guest visits each year and it works well because we all work well together to make it happen.

We have over 180 species of animals and support conservation around the globe and our mission is to provide guests with a first-class experience for all visitors and at the same time further understanding and respect for animals. Through visitors' funds, Colchester Zoo undertakes breeding programmes for endangered species and funds in-situ projects in the wild.

JOB TITLE: GRAPHIC DESIGN ASSISTANT

We are looking for a person to fill a vacancy that has arisen in the Marketing and Development Team at our award-winning zoo, East Anglia's premier tourist attraction.

As part of this small team, the successful applicant will assist their colleagues to achieve the marketing strategy and to help work towards Colchester Zoo's mission of providing a first-class experience for all its visitors and at the same time further understanding and respect for animals.

The right person for this job must enjoy working harmoniously as part of a small, but busy, Marketing and Design team, helping to develop unique and original artwork for enclosure interpretation, retail items, visitor information signage, layouts for print and any other print and digital artwork. This will include communications, admin, social media, website updates, IT tasks and general admin.

If you are:

- Experienced and sound understanding of graphic design.
- Experienced in creating layouts for printed and digital design.
- Have a good knowledge of all design programmes (Adobe Creative Suite).
- Creative, imaginative and able to use their own initiative.
- Hard-working and committed.
- Practical and methodical.
- Able at working effectively and efficiently to deadlines.
- Happy to work with constructive criticism and further develop design ideas.
- Great attention to detail.
- Work well as part of a team and independently on tasks.
- Organised and great at multi-tasking.
- Keen to learn more within the marketing environment.
- Open to new and different ways of working
- Excellent with interpersonal, verbal and written communication skills.
- Interested in the tourism and hospitality business.
- Passionate about their work.

we would love to hear from you!

KEY RESPONSIBILITIES: To liaise with their supervisor and other team members to perform the required daily tasks deemed appropriate by the Marketing and Development team.

- Assist the team to achieve the workload, including artwork and ideas for various communications, signage and products.
- Creating signage for enclosures, as well as temporary signage for events and catering outlets around the park.
- Share ideas to assist with theming and design throughout the park and ensure that all existing interpretation is maintained.
- Helping with stock checks to ensure necessary quantities are readily available of publications and print.
- Assist with the website design, maintenance and development.
- Answering telephone and email enquiries.
- Creating attractive and impressionable marketing publications
- Helping to maintain the photo and video library for fresh imagery for the zoo.
- Research for various products and prices for print items.
- Copy checking for website, magazine, and other publications.
- Assistance with general IT solutions.
- General filing and organisation for the team.

SKILLS AND QUALIFICATIONS:

- A qualification and experience in graphic design.
- Knowledge of design software (Adobe Creative Suite).
- Creative, imaginative and able to use your own initiative.
- Able to ensure final graphics and layouts are visually appealing, on-brand and suited for their use.
- An understanding and experience of working on large-scale print work.
- Work effectively and efficiently to deadlines.
- Open to new and different ways of working.
- Able to work well as part of a team and individually.
- Excellent interpersonal, verbal and written communication skills.
- Organised and able to multi task.
- Interested in the tourism and hospitality business.
- Passionate about their work.
- A desire to learn more within the design and marketing environment and take part in design work, as well as the occasional marketing task when required.

EXPERIENCE

Ideally you should have a sound understanding and experience of graphic design and of working in an office environment.

WORKING HOURS

This is a full time position, working 5 days a week – Monday to Friday (some weekends may be required.)

UNIFORM:

Smart office wear – this will be discussed at interview.

SALARY:

To be discussed at interview and subject to successful completion of a three-month probation period.

HOW TO APPLY

If you are interested in applying, please complete the [Colchester Zoo Employment application form](#), and ensure all sections of the application form are completed, do not enter 'Refer to CV'.

Send you CV and completed Employment Application Form to marketing@colchesterzoo.org

Closing date for applications Friday 24th June 2022.

Please be aware that we will only process applications that include a completed application form and CV. We do have a lot of interest in our vacancies, if you have not heard from us after four weeks of submitting your application you should assume you have not been successful on the occasion.

**SECTION FOUR – Continuous Professional Development, other training, current study
(type in information)**

Qualification (Inc. grade)	School / University / Institution	Date Achieved

**SECTION FIVE – Membership of Professional Body, include any offices held
(type in information)**

Qualification (Inc. grade)	School / University / Institution	Date Achieved

SECTION SIX – CURRENT / MOST RECENT EMPLOYMENT (type in information)

Job Title:		Current Job:	
Employer:			
Start Date:		End Date:	
Salary:			
Main duties and responsibilities:			
Notice Period:			
Reason for leaving:			

SECTION SEVEN – PREVIOUS EMPLOYMENT: (type in information)			
Job Title:		Current Job:	
Employer:			
Start Date:		End Date:	
Salary:			
Main duties and responsibilities:			
Notice Period:			
Reason for leaving:			

PREVIOUS EMPLOYMENT CONTINUED... (type in information)			
Job Title:		Current Job:	
Employer:			
Start Date:		End Date:	
Salary:			
Main duties and responsibilities:			
Notice Period:			
Reason for leaving:			

PREVIOUS EMPLOYMENT CONTINUED... (type in information)				
Job Title	Employer	Start Date	Leave Date	Reason for leaving

GAPS IN EMPLOYMENT – please specify reasons and dates for any gaps in employment (type in information)

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SUPPORTING INFORMATION - Please provide any information in support of your application. This should provide us with evidence of the skills, knowledge, personal attributes, competence and experience to carry out with the role for which you are applying (type in information)

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REFERENCES – Please give the details of two referees, one should be your current or most recent employer (i.e. you line manager or Head of Department) References from family or friends are not accepted if you have an employment history (type in information)

Title:		First Name:	
Can the reference be contacted?		Surname:	
Job Title:			
Address:			
Email:		Telephone:	
Relationship:			

Title:		First Name:	
Can the reference be contacted?		Surname:	
Job Title:			
Address:			
Email:		Telephone:	
Relationship:			

DISABILITY – Do you require any special arrangements to be made to participate in the selection process on account of a disability? If yes, please give brief details (type in information)

CONVICTIONS – Have you ever been convicted of a criminal offence i.e. cautions, reprimands or warnings? If yes, please give details of any unspent convictions.

DECLARATION: Please read carefully before signing this application

I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered. I agree that the organisation reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor). I agree that this information will be retained in my personnel file during my employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act. I agree that should I be successful with this application, I will, if required apply to the Criminal Records Bureau/Scottish Criminal Records Office for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company, any offer of employment may be withdrawn or my employment terminated.

Signed:

Date: