

DESIGN & DIGITAL PRODUCER

Full-time

Start-date: May 2021

Salary: Competitive, based on experience

THE ROLE

The successful candidate will join at a time when the portfolio of activities continues to evolve and grow. The candidate will manage the Festival and Biennale's digital channels, including websites, social media, newsletters and online events, and support the team at large with graphic design related activities like creating imagery and multimedia assets, preparing presentations, and editing materials for print provided by our graphic design agency, Pentagram.

The ideal candidate should have a minimum of 5 years experience working in social media marketing and digital design, be proficient with Adobe Creative tools (Photoshop, InDesign, Illustrator, etc), technically savvy with a good understanding of web technologies, as well as enjoy embracing new tools (e.g. online event platforms). Desirable: experience with Mailchimp, online paid media, Google Analytics, podcast production, and photography skills.

The role demands a candidate that has an exceptional eye for detail, is proactive and with a problem-solving mindset, and has excellent communication skills, both verbal and written.

As part of the content & digital team, you will be interacting directly with the Festival and Biennale's broad audiences, and working with internal and external stakeholders including media & PR, designers, sponsors, partners, and suppliers.

MAIN RESPONSIBILITIES

- Execute the day to day digital and content strategy, including social media and community management on all of the Festival and Biennale's online channels
- Create static, animated, and multimedia content for social media, newsletters, and websites
- Manage website content updates
- Produce and manage online events including talks, panels, and presentations (e.g. on Zoom)
- Create and format presentations, produce bespoke content for Sponsors and Partners (Keynote / Powerpoint / InDesign)
- Reports to: Head of Content & Digital

APPLY

If this sounds like you, please send your CV together with a one page cover letter with the subject **DESIGN & DIGITAL PRODUCER** to: jobs@londondesignfestival.com by Friday, 23 April 2021. We look forward to hearing from you!