

Job Description



General Details	
Job title:	Studio Manager (MC18/08RA)
Faculty/School/Service:	Marketing & Communications
Normal Workbase:	Stoke Campus
Tenure:	Fixed Term to cover Maternity Leave
Hours/FTE:	Full Time, 1.0fte
Grade/Salary:	Grade 7
Date Prepared:	May 2019

Job Purpose
To oversee the creative services in house team in the delivery of all creative assets, including print, graphic and digital design, 2D-3D creative solutions, signage and merchandise.

Relationships	
Reporting to:	Creative Services Manager
Responsible for:	Designers, Copywriter, Brand Officer, Print Assistant

Main Activities
<ul style="list-style-type: none">• Responsible for working with the marketing team on the production of all branding, advertising for new and existing projects across print and digital platforms.• Overseeing systems and processes for budget management, costing, traffic flow and scheduling.• Running the creatives services schedule on a daily basis including maintaining and allocating completed briefs• Meeting members of the university to discuss the business objectives and requirements of the job and acting as an account manager with projects• Ensuring all work produced from team is estimated: time required to complete the work and providing quotes, production costs and overseeing the traffic flow of the work;• Thinking creatively to produce new ideas and concepts and developing interactive design;• Using innovation to redefine a design brief within the constraints of cost and time;• Proof reading to produce accurate and high-quality work;• Commissioning illustrators and photographer and working with external suppliers and agencies

- Working as part of a team with printers, copywriters, photographers, stylists, illustrators, other designers, account executives, web developers and marketing specialists.
- To understand and utilise traffic management software, online portal software image Bank Library, ensuring team keep it up to date
- To participate in broader University marketing projects e.g. campus redevelopment, on-site branding, etc
- To support the team in production, delivery and roll-out when required e.g. Mock-ups. Display delivery, on-site branding and signage roll-out.
- To create work on Brand and with vision.
- Supporting the budget process. Ensuring monthly cost centre reports and quarterly forecast and budget planning are completed.
- To undertake any other reasonable duties as determine by the Director of Marketing & Communications

Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.