



burrows

SENIOR ARTWORKER

Highly competitive salary + paid overtime + benefits

Work closely with our Creative department to produce high quality artwork for product marketing materials for our clients

With a client list that includes household names and prestigious automotive brands, we have a fun and friendly environment with a highly dedicated and professional edge.

You will play a key role within the Print Production Studio; taking initial designs and producing finished artwork for the delivery of marketing materials for our clients (print and digital). You will also work closely with other senior members of the team to drive efficiency and development of new processes in line with technological changes. Key to this role is experience in the creation of multi-use brochures, particularly digital formats. The successful candidate will also need to have strong up to date knowledge of the full Adobe Creative Cloud suite, and be able to demonstrate their skills through a high quality portfolio.

Why Burrows?

We're one of the UK's leading through-the-line creative marketing companies, an integral part of the Y&R/Wunderman worldwide partnership and a WPP Company.

You'll be working at our head office, a two-minute walk from Shenfield railway station, and less than 30 minutes by rail from central London.

We believe in a healthy work/life balance. The hours for the role are 37 per week Monday to Friday. Sometimes you may be required to do overtime, which will be paid.

To apply for this opportunity or to request a full job description, please forward your CV with a covering letter and your portfolio, noting your current remuneration package to:

**Human Resources, Burrows, The Burrows Building,
5 Rayleigh Road, Shenfield, Brentwood, Essex CM13 1AB.
Tel: 01277 246666 Fax: 01277 246778.
email: burrows.careers@burrows.yr.com
web: www.burrows.info**

Please note that due to the volume of emails and applications we receive on a daily basis we are unable to respond to everyone and therefore only successful applicants will be contacted.



JOB DESCRIPTION

Take designs from the Creative department, and working closely with other internal departments, produce artwork for product marketing materials for our clients (print and/or digital, predominantly automotive).

Key Responsibilities

- As part of the Burrows continual improvement and efficiency plan, identify, recommend and assist in implementation of industry best practice that will maintain Burrows as a leading Production House
- Work alongside the Print Production Team Leader to assist with the smooth operation of the production department taking the lead on key projects and initiatives as instructed by the Print Production Manager
- Assist the Print Production Team Leader with ongoing professional development of the team, particularly in developing the team's skills required to make use of existing and new technology/software that will contribute towards Burrows' continual drive for efficiency, innovation and growth
- As instructed by the Print Production Manager conduct ongoing root and branch investigations to evaluate production procedures and implement changes that will overhaul and drive efficiency to process and cut production timelines
- In conjunction with the Print Production Systems Leader assist in identifying new technology and workflow systems for the Print Production Department which will drive efficiencies across the department
- Take a proactive approach to ongoing professional development, particularly in understanding industry technology/software; contributing towards Burrows' continual drive for efficiency, innovation and growth
- Assist the Print Production Team Leader to allocate work issued by the Project Managers and production requests, giving cover during periods of absence
- Attend work briefings and provide estimate of production hours required to deliver a project as requested by the Print Production Team Leader or Print Production Manager, ensuring that cover is available for the Print Production Team Leader during periods of absence

- Liaise and represent the Print Production Department at cross department or supplier meetings as required or requested by the Print Production Manager
- Work under instruction with the Art Directors in the Creative department to produce creative layouts for client presentations if required
- Take a proactive role at team meetings to share technical knowledge and issues that will assist the team in their day to day work
- Using industry software and Burrows' internal editing suite, set up and prepare artwork for corporate brochures, marketing materials, and point-of-sale marketing
- Create high quality artwork consistent with original concepts/designs agreed with clients
- Prepare artwork for publishing via the internal Burrows online editor portal
- Carry out amendments and layout corrections for projects as required
- Create print ready hi-res PDF files from client approved artwork to ISO specifications
- Create interactive publications from client approved artwork using Adobe publishing tools
- Where applicable, develop and manage projects wholly from visuals to finished artwork, ensuring work is delivered on time and to an agreed budget
- Liaise with the Quality Checking department at appropriate stages to ensure accuracy and consistency across all copy and content

Other

The successful candidate will also be required to carry out any reasonable duties identified by their line manager or team leader as well as a duty to positively represent Burrows to our customers and suppliers. There will also be the need to comply with our ISO standards and fully participate in our company's performance management and development programmes, as well as working in accordance to our Human Resource policies and procedures.



SPEC & COMPETENCIES

	ESSENTIAL	DESIRABLE
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> Able to take ownership of projects and associated budgets Ability to lead and mentor team members Able to keep a calm approach under pressure Ability to solve problems and offer solutions Understanding of the need to offer a service – to internal and external clients Ability to 'think ahead' and plan team strategy Good written and verbal communication skills Able to communicate across departments with an objective view of the business needs 	
EXPERIENCE AND KNOWLEDGE	<ul style="list-style-type: none"> Minimum intermediate Adobe Creative Suite Minimum intermediate Excel and Word 5 years artwork experience in a design studio environment Proven organisation skills 	<ul style="list-style-type: none"> 2 years minimum experience of managing an artwork team Working knowledge of cross media publishing Working knowledge of production workflow systems
QUALIFICATIONS	<ul style="list-style-type: none"> ICT Literate (including all Microsoft Office packages) 	
CIRCUMSTANCES	<ul style="list-style-type: none"> Able to work overtime as and when required, sometimes at short notice Able to travel to client related meetings both in the UK and overseas High quality portfolio of work 	