

AFFORDABLE | EFFECTIVE | TARGETED | LOCAL | ADVERTISING | DISTRIBUTION

Graphic Designer

Our two community magazines The Listing Royston and The Listing Villages Magazine reach 16,500 households every month. We work with community associations and local businesses to promote their organisations throughout the SG8 area.

We offer an advert design service to all of our customers, and are looking for a Graphic Designer to work with The Listing team on a flexible, part-time basis to work in-house to create adverts for our clients.

We require at least 3 hours per week, and throughout the month these hours can be flexible within our regular office hours. During the run-up to our press deadline, we require 3 consecutive set days each month, where you will need to be in our office to ensure all adverts are created to meet our press deadlines. These dates are set in advance. We will consider applicants on either an employed or freelance basis.

Role requirements

- Working as part of The Listing team, you will need to work within our business systems
- Adverts are created in Adobe Indesign CS2
- Working to a client brief, you will create adverts from scratch to set dimensions
- When required, you will need to meet with or chatting directly with our customers to establish their requirements
- Reset supplied adverts to correct dimensions
- Update and tweak existing customer adverts
- Redesign customer adverts as required
- Design more than one version of an advert
- Requirement to provide proofs of all adverts, for our team to liaise with the client – and be prepared to make changes as required

Area for development

This opportunity can offer further potential development

- Working to our flat plan, bringing customer adverts into the magazines
- Designing our own marketing materials
- Designing materials for our sister company, The Listing Marketing Company – for example, logo design, leaflets, brochures, social media headers

If you are creative, we would love to hear from you!

To apply, please send your CV and examples of your work, along with a covering email outlining whether you are looking for freelance or employed work, and hourly rate expectations to cath@townhousepublishing.co.uk outlining what you can bring to this role and why you would like to work with The Listing