## JOB DESCRIPTION
Creative Assistant (Apprenticeship)
Vacancy Ref: N2644

<table>
<thead>
<tr>
<th>Job Title: Facilities Creative Assistant (Apprenticeship)</th>
<th>Present Grade: Apprentice</th>
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<tbody>
<tr>
<td><strong>Department/College:</strong> Facilities – Creative Studio &amp; Business Services Support</td>
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<td><strong>Directly responsible to:</strong> Creative Studio Manager</td>
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<td><strong>Supervisory responsibility for:</strong> None</td>
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### Other contacts

**Internal:**
All staff and students in customer capacity, Creative Studio Staff and the wider Facilities Division

**External:**
Customers, suppliers and delivery personnel, British Print Industry Federation (BPIF)

### Overview:
Working with Creative Studio and the Facilities marketing teams you will assist in planning, creating and implementing a wide range of creative services and products including design, digital marketing, photography and video and account management.

You will learn a range of business and creative processes that will enable you to take a project through from initial brief right through to production and delivery.

Training will be delivered on the job and more formally by an NVQ provider.

### Duties to include:

1. To assist the Creative Studio team in the creation and delivery of its creative services.
2. Assist in the administrative aspects of the Creative Studio including enquiries costings, billing and maintaining financial records.
3. Assist in the drafting of creative briefs.
4. Assist in the creation of digital communications such as social media content and e-newsletters.
5. To assist in monitoring digital workflow via print portals and email.
6. To assist with all aspects of account management and service delivery
7. Commitment to train for NVQ Level 3 Apprenticeship Qualification.
8. At all times to carry out your responsibilities with due regard to the University’s policies and procedures.
9. To undertake any necessary training and development required including appropriate health and safety courses.
10. To carry out other duties that are appropriate to the grade and as requested.