**JOB DESCRIPTION**

**JOB TITLE: Middleweight Graphic Designer**

**DEPARTMENT: City Football Marketing**

**REPORTS TO: Graphic Design Manager**

**LOCATION: City Football Marketing, London**

**DATE: August 2019**

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**Job Purpose**

The Design team plays a critical role in supporting the Partnerships department in their major objective of securing new and renewing existing partners for all CFG properties (Manchester City Football Club, New York City Football Club, Melbourne City Football Club, Girona FC, Yokohama F. Marinos, C.A Torque, Sichuan Jiuniu).

A Middleweight Graphic Designer is required to provide assistance and support for the Partnerships Team (Sales & Marketing). The appropriate candidate will be passionate about football, creative design and match the roles and responsibilities required and have an excellent ability to visualise artwork to a high standard.

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**Key Responsibilities**

A successful person in the role of Middleweight Graphic Designer will execute the following key responsibilities to a high standard:

* Manipulate and edit Club(s) imagery to a high standard
* Assist on development of sales presentations
* Developing graphics to illustrate sponsorship impressions
* Assisting in preparation of internal presentations
* Assist on creating artwork for a number of departments both within City Football Marketing and the wider companies within the group

**General Responsibilities**

1. Compliance with CFG’s policies
2. Compliance with the CFG’s health and safety procedures
3. To undertake such other duties as may be reasonably expected
4. To maintain professional conduct at all times

**Key Relationships**

The key relationships are as follows:

* The Design Team - Graphic Design Manager, Senior Graphic Designer  
  & Junior Graphic Designer
* Partnership Sales team members
* Partnership Marketing team members

**Scope of job**

The person will not be required to oversee anyone.

The main tasks and responsibilities as outlined above are:

1. Creation of key high-impact artwork for sales materials
2. Assist with regional & global presentations

**Organisation chart**

**Person Specification**

**Job Title: Middleweight Graphic Designer   
Department/Location: City Football Marketing / London**

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| **Knowledge:** the level and breadth of knowledge to do the job e.g. understanding of a defined system, method or procedure, legal or regulatory frameworks etc |
| Essential   * Good understanding of sports industry * Good understanding of sponsorship industry * An interest & awareness of current design trends * Knowledge of the City Football Group’s Club portfolio |
| **Technical/work-based skills:** skills specific to the job e.g. language competence, typing skills, coaching skills etc |
| Essential   * Highly proficient in Adobe Photoshop and other Adobe CC programs (Illustrator & Indesign) * Must be able to deliver when faced with tight deadlines and constraints * Ability to organise and work independently * Proficient in Microsoft Office * Proficient using web-based CMS platforms * Proficient in MacOS * Willing to expand on design skills and formalise skills where necessary   Desirable   * Experience in video editing and After Effects would be an asset |
| **General skills and attributes:** more general characteristics e.g. flexibility, communication skills, team working etc |
| Essential   * Excellent time management and organisational skills * Work closely as part of a hard-working, collaborative team * Be proactive and conscientious; take the initiative while maintaining the Clubs’ high standards. * Think outside the box * Self-motivated * Comfortable in a fast paced, high pressure, entrepreneurial environment   Desirable   * Flexible approach to working in matrix and hierarchical structures |
| **Experience:** proven record of experience in a particular field, profession or specialism. Any period of work required must be appropriate and not excessive. |
| Essential   * Good experience working within a team * Good experience working in various aspects of creative design such as photo editing, packaging, and large-scale print layouts   Desirable   * Previous experience working within sponsorship or sport industry |
| Qualifications: the level of educational, professional and/or occupational training required |
| Essential   * Diploma in Graphic Design or equivalent * Worked within an office environment   Desirable   * Degree in Graphic Design or equivalent |