
Head of design

Overview

We're looking for an experienced designer, ready to step up and take the design lead on our projects.

You'll be working concurrently across multiple challenges: from big picture concepts, to systematic implementation.

We do work across branding and campaigns but the majority of our work is well considered and often complex websites for theatres, venues and arts organisations.

You'll need to understand websites and how to design sites that will be content managed by our clients.

You'll need to know (or quickly learn) what's important to our cultural sector clients and what inspires their audiences.

You'll need to initiate discussions, lead presentations, interpret and digest feedback and assimilate multiple (sometimes contrary) perspectives.

You'll need to be a plain spoken advocate, championing our values with colleagues, clients, and the wider world.

We're a hybrid team so we expect you to be in our London studio at least Monday to Wednesday.

Package

Salary: around £55K

We're genuinely open to a discussion if you feel you are worth more (or if you feel you'd need to work up to this level).

Hybrid working

Studio-based on Mon – Wed (and Thu/Fri if you'd like) plus some client meetings.

Flexible hours

Flexibility around core hours: 10am – 4pm, start early or finish later to allow for school runs and relaxed evenings.

Leave

33 days (including Xmas and bank holidays) increasing after you've been here two years.

Plus the option to buy or sell up to five days each calendar year.

Things that mark us out:

- The world's best portfolio of the best (and nicest) arts clients
- A proven record of meeting the highest standards of social responsibility and environmental impact
- Funded monthly cultural outing with the team
- Lunchtime learning sessions delivered by team members and guests
- Annual team discussion days – where we celebrate the past and play an active part in planning your future
- Membership of the Arts Marketing Association with access to online resources
- Occasional team dinners
- Recruitment referral bonus
- Cycle to work scheme
- Travelcard loans (interest free)
- Free tickets and opportunities to attend shows and client events
- A well stocked kitchen with cupboards full of fancy teas, coffee and biscuits

How to apply: write to us

Write to us about your experience, your ambitions and the reasons why you'd be the ideal fit for our team; include a few examples of your work in a small PDF with images, links and context about why your design is the perfect solution to each client's needs.

Email opportunity@cogdesign.com

We've got work to get on with straight away. But we'll happily wait for the right person.

A note about AI

We know it's tempting to use AI to help you craft a response but you really will stand out if you use your own words. It doesn't need to be a long application; efficient and succinct can be very effective.

The process

We'll respond to everyone. If we need more clarification we'll ask for it.

If we select you for the next stage then we'll arrange an online chat between you and a couple of our team. We'll send our questions in advance and invite you to do the same so the meeting is as productive as possible.

We might then invite you to the studio to meet in person. Again, we'll send discussion topics in advance.

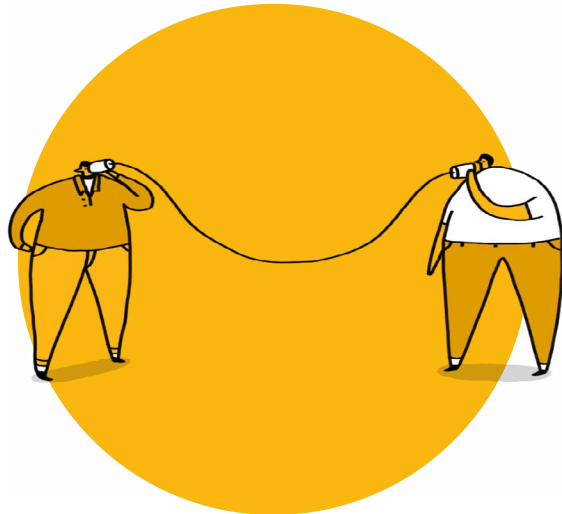
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Leading our team

- Lead the design of friction-free, user-informed websites that are visually stunning, technically accomplished, accessible and sustainable. Find the sweet-spot between the most conceptually exciting solutions and the need for us to deliver within expectations and budgets
- Sometimes: interpret, work within (and push beyond) client brand guidelines to create designs that reflect their personality Sometimes: lead the team that interprets that personality and conveys that through stunning visuals and effective brand guidelines
- Conceive and implement thorough and detailed design systems that make our processes ever more efficient
- Demonstrate and maintain typographic expertise to achieve the most effective communication, online and in print
- Be the expert in the software we use (currently mostly Figma and some Adobe Suite); always be striving for efficiency and effectiveness
- Work with colleagues to create site plans, wireframes and prototypes
- Be an enthusiastic advocate for getting stuff done, including the detailed testing and snagging of designs once they are built

Liaising with clients

- Be the design expert: knowledgeable, enthusiastic and inquisitive
- Be curious and informed about our clients, their work, their internal stakeholders and their audiences
- Be active in meetings, help with research, and workshops to inform our process and enthuse our clients
- Present and advocate for the most interesting, creative solutions, in jargon-free language, backed by research and considered thinking
- Work with colleagues to interpret feedback and understand what clients mean (not just what they say)
- Ensure that every communication and document reflects our values as a design-led business.



An active team member

- Be informed enough to be able to work effectively with developers and project managers to make the most of every opportunity
- Don't be afraid to roll up your sleeves and get involved in any part of the multiple projects that go through our studio
- Contribute ideas, articles and expertise, via our website and other platforms
- Always be hungry to learn: be receptive to constructive feedback and never too proud to ask for help
- Be equally keen to teach and inform: never too busy to share your enthusiasm and knowledge
- Be an enthusiastic advocate of Cog's approach, ethos and culture
- Maintain and improve upon our systems: accurately recording time, following admin procedures, swiftly responding to requests from colleagues
- Work closely with our director: actively engaging in your personal development and supporting the development of others
- Recognise the diversity of the individuals within our team and make useful accommodations to help them thrive

Qualities and knowledge required

We're looking for someone who can show us they'd be a great addition to our team. That probably means they can demonstrate the following:

- Experience designing outstanding websites, branding and campaigns – proven through a portfolio of examples
- Ability to inspire, support lead the design process – demonstrated through significant time spent in a similar role in a design studio or similar set-up
- Proven competence working with real world clients or an enthusiasm and aptitude to do so, shown through examples of similar working relationships
- Ability to explain complex tasks in everyday English
- In-depth knowledge of Figma and Adobe software
- Enthusiasm for the sector we work in and empathy for the needs of our arts-based clients, perhaps through personal or professional experience
- A team player with a desire to constantly improve, and to help others do the same

It would be an advantage if you could demonstrate the following:

- An understanding of the topic of accessibility and a desire to implement best practise and push for inclusivity
- Experience designing site plans and wireframes
- Knowledge of ticketing platforms