



Freelance Graphic Designer

Role: Freelance Graphic Designer

Start Date: Immediate, work offered on project – to project basis

Location: Remotely with and some in-person meetings and site visits as agreed in advance

Reports to: Arts & Heritage Producer

Organisation: Oxford House, Derbyshire Street, E2 6HG, London

Engagement terms: Freelance role Fee: Max £200 per day, fee will be adjusted / negotiated between OH and Designer for shorter days i.e. half days if necessary, on certain outputs - inclusive of VAT and all fees, materials, expenses, and travel costs.

The Role:

Oxford House is a community arts centre which has been based in Bethnal Green since 1884. We are seeking a freelance graphic designer to lead on creating print and digital content which reaches our diverse visitors and users. This includes traditional print materials including brochures, leaflets, posters and other marketing material. We also increasingly rely on digital content including web and social assets as well as creative content designed for the web. We also commission special community projects including exhibitions which require graphic design support. Working closely with the Arts & Heritage Producer and the Marketing Co-ordinator, we are looking to collaborate with a proactive and versatile freelance designer who is passionate about reaching diverse audiences and contributing to a small but ambitious community-focused arts centre.

About Oxford House

Oxford House is a historic 'settlement house' established in 1884 by students and graduates who came to live and work in the East End. These 'settlers' led projects and community initiatives ranging from men's clubs, to work exchanges and adult learning initiatives for local people. Oxford House has been based in its listed Victorian building in the heart of Bethnal Green since 1891. From youth work, projects for older people, to women's groups and community-led Somali cultural projects, Oxford House has reflected a changing East End. Today, Oxford House is multipurpose community arts centre, still based in our beautiful, Grade II listed building and home to a theatre, dance studio, gallery, and café.

The Role:

- Designing high-quality material showcasing Oxford House's work and creative projects
- Design print marketing material including leaflets, flyers, posters and brochures for key projects and campaigns
- Support in developing site wide design materials including banners and external wall graphics
- Designing print and graphics for exhibitions including captions, wall graphics, interpretation and exhibition leaflets
- Support on special creative projects including designing printed and digital resources
- Designing digital assets including banners
- Presenting back artwork and designs at different stages to team for review and feedback
- Attending design briefings with Arts & Heritage Producer and Marketing Co-ordinator
- Support in liaising with printers (with Arts and Heritage Producer)
- Ensuring that all material / outputs are produced to an excellent quality
- Ensuring that outputs are developed within budget

Essential Skills / Experience

- Excellent design skills
- Experience designing branding and campaigns working with both print and digital
- Experience in artwork/ graphics production
- Excellent attention to detail
- Working quickly to set deadlines
- Brilliant teamworking and communication skills
- Working to your own initiative
- A passion for arts, culture and communities
- Experience of creating digital content for social channel including Instagram
- An understanding of East London's diverse communities
- Flexibility needed when working in a fast paced but small community – based organisation

Equality and Diversity

Oxford House is based in the heart of East London, and we want our staff and volunteers to reflect this. We actively value and encourage applicants from a range of backgrounds and lived experiences to apply for this role. OH, strives to be an equal opportunities service provider and employer. OH, recognises that many groups of people within society suffer disadvantage, harassment, or discrimination in many aspects of their lives, thereby devaluing them and denying them their basic rights. OH, commits itself to combating such discrimination by seeking to extend within the organisation opportunities for people affected by disadvantage and discrimination. OH, recognises that many people have different lifestyles and responsibilities that make demands on them as carers for children, family, or partners. OH, seeks to ensure equality & diversity throughout services, employment, and management by providing appropriate encouragement where necessary to enable all types of people to play an active role and advance within its structure. OH, seeks to raise awareness within the organisation and amongst members and users of the various forms of discrimination and to promote efforts to combat it. OH, will train all its staff and volunteers in equality & diversity to ensure that they are up to date with any new legislation. All forms of discrimination, abuse or harassment by staff will be regarded as disciplinary offences and dealt with in accordance with OH disciplinary procedures.

How to Apply:

Please Send:

- CV (no longer than 2 page)
- Cover letter (no longer than 1 page)
- 2 examples of recent previous projects you have worked on showcasing print and digital outputs

Email this information to jobs@oxfordhouse.org.uk by Monday 24 October 12noon.