The French Chamber of Commerce

Graphic Designer Assistant

Internship
Central London United Kingdom
http://www.ccfgb.co.uk

Graphic Design Assistant

The position is a full time internship for a period of 6 months. The role is based in central London in a dynamic, multicultural and young team. The Graphic Designer Assistant reports to the Senior Graphic Designer and works in the Publication & Communication Department.

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About the French Chamber

With over 132 years of experience in the UK, more than 600 member companies and 25 members of staff, the French Chamber is the largest foreign Chamber in the UK and one of the 5 largest French Chambers worldwide.
Its mission is to contribute to developing and fostering economic and commercial relations between France and Great Britain. Informing members on a wide range of Franco-British business topics is therefore highly important to us.

The Chamber’s publications/communication departments provide our members with all of the useful and informative details needed.

Intern’s responsibilities

• Design and layout of the Chamber’s digital materials
o Newsletters and E-mail shots
o Online banners

• Design and layout of the printed materials of the Chamber:
o Event invitations
o Adverts
o Brochures, Press kit, etc.

• Assist with the design and layout of the Chamber’s other publications:
o Annual Activity Report
o The French Chamber Directory
o Booklets and business guides
o Sectoral Reports

The successful candidate will be passionate about design and show great attention to detail. You must be hard-working and take pride in producing great artwork.

Please note that it is a full time internship for which we will make a fixed contribution towards your travelling and maintenance expenses during the period (£70 per week).

Please send your CV, cover letter and link to your portfolio to Katherine Millet, Senior Graphic Designer, kmillet@ccfgb.co.uk

Skill/Attributes Required

Intern’s profile

• Graduate from or student at a graphic design school
• Very good knowledge of HTML (Dreamweaver CS5.5)

• Ability of coding HTML emails
• Excellent knowledge of InDesign, Illustrator and Photoshop
• Good organisational skills (ability to meet deadlines and manage your workload)
• Ability to work under pressure
• Ability to work on various projects simultaneously
• Fluent in both French and English (desirable)
• Ability to think outside of the box. Be creative!

Apply/Respond by: 19/01/2018

Send: CV/Resume

kmillet@ccfgb.co.uk

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