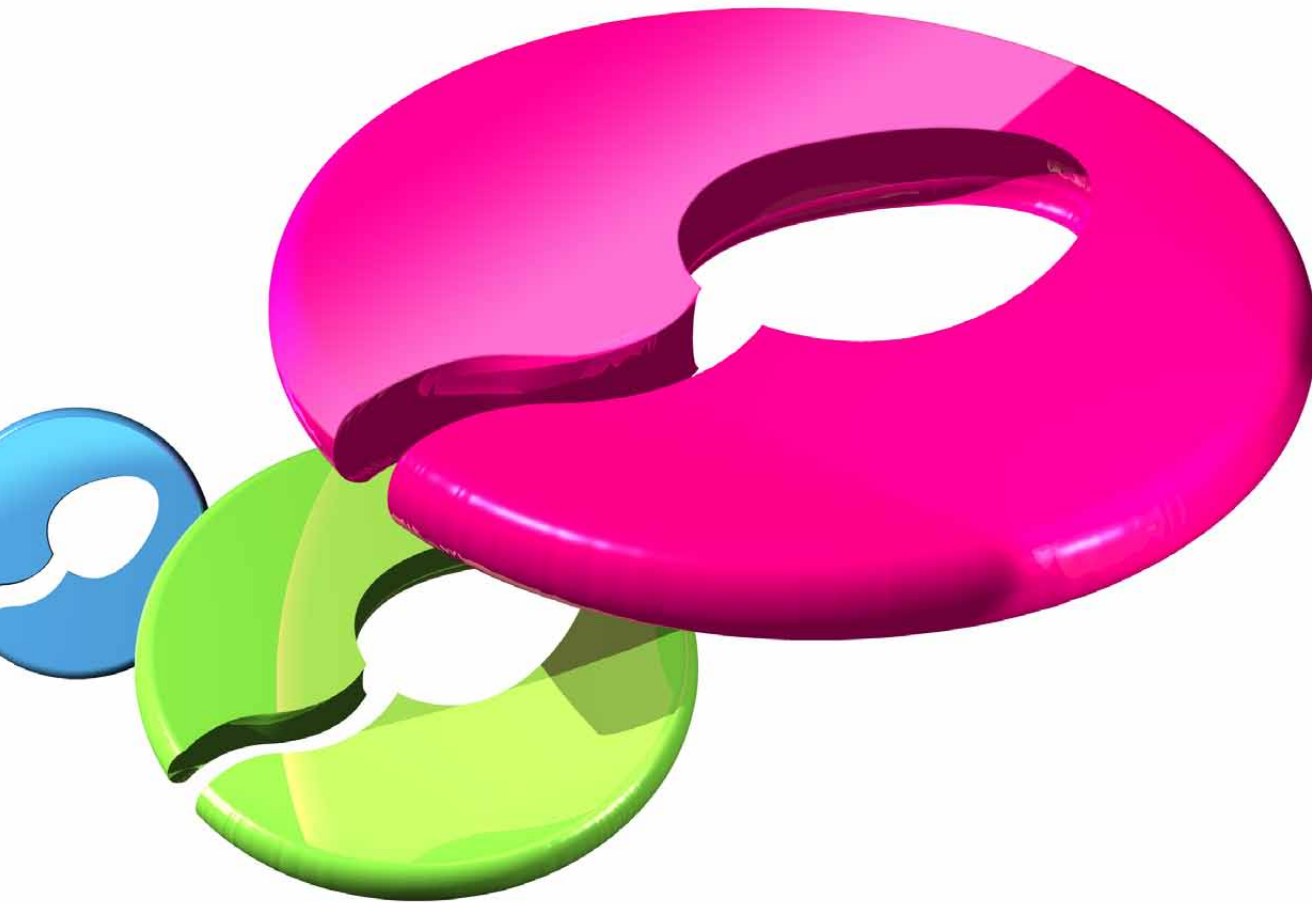


Working for Sperm

Senior Creative Artworker





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We are entirely unique

A young, energetic, full service branding agency devoted to powerful ideas and innovative thinking.

Sperm was born to bring brands to life enabling them to lead and re-define industry sectors.



Working hours

Monday to Friday

- office hours are 9am till 6pm
- 1 hour for lunch to be taken from 1pm to 2pm

Every Friday

- two hour lunch to be taken from 12pm to 2pm
- occasionally you may be expected to work outside of the required hours
- you are given an allocated parking space by the garage opposite the studio

Dress code

- informal dress code
- hygienic and smart on occasional client visits to the studio



Wages

- £25,000 to £28,000 per year
- wages will be paid directly into your account on the last working day of every month
- if your beginning date is not at the start of a month, you will be paid pro rata for the first month on the last working day of the month

Holidays

- entitled to 20 days off pro rata from January the 1st to December the 31st
- 1 additional day off for your birthday, this day can be taken 5 working days either side of your actual birthday to allow for a long weekend

Annual review

Your annual review will be held in mid December and covers the following

- progress report on how the year has gone
- your feedback
- wage review
- job description review



Job description

Title – Senior Creative Artworker

- artworking jobs to checklist and printer specification
- taking client amends
- basic design skills
- retouching
- occasionally required to attend client meetings
- filling out time sheets at the end of each day
- managing client expectation
- entering of jobs into job book and Monday morning work in progress meeting
- liaising with printers / suppliers / clients
- managing list of client and supplier database for Sperm and keeping updated list on all computers in office
- answering phone / taking messages
- organising client folders
- managing web hosting subscriptions
- responsible for ordering of stock, inks, paper etc.
- backing up work every Friday / archiving completed projects
- occasional posting and taking special deliveries to post office

As a small company we would like you to demonstrate flexibility, and a hands on approach to any extra role that may temporarily arise outside of the general job description and responsibilities of their given role.

In addition any 3d rendering, basic web and basic flash knowledge would be beneficial but not essential.



Job responsibility

Title – Senior Creative Artworker

- occasionally responsible for opening studio – keys will be provided
- if closing the studio use top bolt and yale lock
- any purchases made using company card need to be printed out and receipts kept in receipt folder
- emptying your own bin every Friday and clearing desk ready for cleaners
- shared responsibility of making tea and coffee
- shared responsibility of keeping studio clean



Our company is your company



We want you to enjoy your job!

That's why we give you a day off for your birthday

This day can be taken 5 working days either side of your actual birthday to allow for a long weekend.

Adding value

If you feel you are not suitably equipped to do your job to the best of your ability, or are being held back for any reason, we would like to hear about it. We encourage an open communication system allowing everyone to speak their mind, be listened to and where possible, comments acted upon.

Flexible lunch hour

Your lunch hour is flexible. This means if you only take a 30 minute lunch, you can leave 30 minutes early!

On-going progress and job satisfaction

Every 3 months we allocate informal meetings to go over how your job is progressing. This is to find out if there are any areas you feel could be improved, or there is anything else you would like to add, or indeed anything else we can help you with.



We want you to enjoy your job!

Job development

We want you to be constantly challenged and to enjoy the experience of working for us. If there are extra skills you are interested in developing that can add value to the company, we will try our best to take the time to help you.

Job description is flexible

Your job description has been set up to help develop the company and give you a guide to your role and what is expected of you. If you have skills outside of the job description that you are keen to utilise and you feel will add value to us then we would love to hear them!

No ideas are irrelevant

If you have any thoughts with regard to anything that can add benefit to the company, regardless of whether they are outside of your job description and general responsibilities then we would love to hear them. Please don't be afraid to speak up!



How to apply

Please email a pdf of your CV with work samples (under 5MB) to jobs@spermcreative.com

No phone calls or agencies please.