

**Job Title:**

Presentation Designer for BSKyB

**Period:**

Temporary to Permanent

**Main Purpose:**

- Design and build creative and engaging presentations in PowerPoint, Keynote and other related applications
- Set up laptops and audio equipment for presenters and assist them onsite when required

**Position in BSKyB:**

- Reports to Head of Presentation Department
- Works closely with Creative Director
- Liaises at all levels from managers to senior directors

**Scope of Position:**

- To provide creative and technical support across departments
- To liaise closely with Internal Communications to produce outstanding presentations for key events throughout the year
- To work within the BSKyB brand guidelines
- To manage own time effectively to ensure each project is delivered to the highest standards
- Additional duties as and when required

**Qualifications:**

Higher education / Degree or other relevant design qualification

**Experience - Essential:**

- Minimum 3 years in established creative studio environments using Apple Macs
- Corporate design and branding
- Client facing

**Experience - Desirable:**

- **Multimedia including Flash and video editing in a corporate environment (essential)**
- Conceptual advertising design
- Presentation graphics

**Skills required:**

- Highly proficient with CS5 Photoshop, Illustrator and Acrobat
- Good working knowledge of PowerPoint 2011 and Keynote
- Working knowledge of Word and Excel
- Excellent written and oral communication
- Well organised and able to manage time effectively
- Can work quickly and efficiently when required
- Confident taking briefs from senior managers and directors
- Able to communicate ideas at all levels

**Other:**

- Ability to remain calm under pressure
- Push creative and technical boundaries
- Enjoy a challenge
- Punctual

**Priorities Sum Up:**

1. Minimum 3 years creative corporate experience
2. Excellent conceptual ideas
3. Solid design skills with attention to detail
4. Can work quickly and efficiently when required
5. Great communicator
6. Able to multi-task

Presentation dept – results for company, stock market announcements etc – all levels

Highly creative with Powerpoint as outpoint – exec level can then edit

Alex – HOD – 3 ft members – 6 man team

1x Contractors immed start – 3 month basis rolling contract – possible other position

Interview process – CV review with example of work to F2F which includes test. PP good working knowledge

Fundamental design background

Audio visual ideal

Design environment exp

Exec – level communication – oral & written – brief taking

Good English essential

Creative Design Studio background (not PP background)

Fast pace environment

Key note alongside pp (more creative will)

Relevant examples of work – design style or approach

Budget - TBC