



# GRAPHICAL HOUSE

## DESIGN CONSULTANTS

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### Office/Marketing Assistant (Part time)

#### **Background**

Graphical House is a leading UK design consultancy based in Glasgow, with a portfolio of work across all applications - digital, analogue and environmental.

#### **Job Specification**

Create and maintain contacts database.  
Organise regular promotional mail-outs, both digital and printed.  
Identify and maximise PR opportunities.  
Undertake specific market research.  
Report monthly on activities.  
Other related tasks.

#### **Qualities**

Ideally we are looking for someone with an understanding of, or empathy for the creative industries as well as wider media frameworks. Someone organised with initiative and ideas, who can work towards a goal independently or under direction, solo or as part of a team, bringing a fresh viewpoint. Experience is vital however this does not need to be specific to the design industry. Knowledge of PQQ processes would be a bonus.

Please note that this is not a conventional project/account management role.

#### **Hours**

1 day per week

#### **Salary and Terms**

Negotiable

#### **Application**

studio@graphicalhouse.com

#### **Closing Date**

9th January 2012

No agencies please.