

Grimshaw Graphic Design Assistant

Location of role: London

Placement hours: 37.5

Working pattern: Monday
– Friday, 9.30am – 6pm

Placement length: 12
months

Salary:
£28,000 per annum

ABOUT
GRIMSHAW

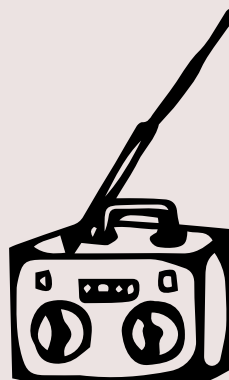
Job Description

Grimshaw is an international architecture practice operating from eight studios around the world, in London, Paris, Dubai, New York, Los Angeles, Sydney, Melbourne and Auckland. The practice was founded over 40 years ago and has since won over 200 awards for its projects across multiple sectors, including the RIBA Stirling Prize for the Elizabeth Line in London.

A place of ideas and invention, the practice delivers compelling and pioneering designs that are precedent setting and innately tuned to people, place and the planet. It has set benchmarks in sustainable leadership pledging to design net zero carbon ready buildings by 2025 and socially and environmentally regenerative buildings and assets by 2030.

The practice recognises the opportunity that buildings and infrastructure have to change places, advance environmental and social change, and challenge preconceived ideas and ways of living, and with over 550 people enables a network of expertise, research and technology to advance innovation in design.

STEP





As part of the marketing, business development and communications team in the London studio this position works closely and collaboratively across various outputs including bid documentation, marketing collateral, digital assets, and event design.

Alongside two other graphic designers the junior graphic designer will be responsible for creating clear messaging through visual materials which serve to support the internal and external brand and help the practice to win work. Working with and developing templates for use across the practice as well as bringing forward new ideas for bespoke projects is key part of the role, sharing knowledge, skills and software to advance the team's expertise and offer.

KEY RESPONSIBILITIES & OUTCOMES

- Delivery and management of bid documentation
- Production of reports and presentations
- Collaboration with other functions in the practice including computational design and design technology to create tools that support communications and marketing campaigns
- Maintenance of creative assets including libraries on Adobe Creative Suite and Open Asset (image database)
- Operating as a brand ambassador, sharing and instilling brand guidelines across all assets

SKILLS AND EXPERIENCE

- Excellent creative skills and brand acumen.
- Able to work independently with supervision, work with teams assist the design process on bids, projects, and campaigns
- Knowledge of the brand application across multiple platforms, including digital marketing
- Proficiency in Adobe Creative Suite including InDesign, Illustrator, Photoshop, Acrobat, and presentation software. Knowledge of digital and online publishing
- Effective communications skills to help develop relationships with internal teams and leaders, working with multiple stakeholders across all levels of the studio.
- Detail oriented and organised and able to understand and follow graphic design process to ensure proficient delivery of services.
- Design-related qualification.

ABOUT STEP



STEP is a training programme for young East Londoners local to the Olympic Park, who are ready to bring ideas, creative energy and perspectives to the creative and cultural sector.

YOU MUST BE

- Aged 18 to 30
- Resident of Hackney, Newham, Tower Hamlets and Waltham Forest
- Priority will be given to those that have attended school or college in these boroughs.

Through STEP, you'll get paid London Living Wage over a 12-month training programme to develop a range of skills and creative approaches and build on your network across different organisations or departments. You'll complete a work-based placement, grow as part of a peer network, take part in regular professional development workshops, and get a budget to produce a collaborative project. We'll also connect you with a specialist industry mentor, provide careers coaching and continue to offer support as part of our community after the programme.

HOW TO APPLY

Apply Now

Complete our STEP application form by 5pm on Sunday 3 August 2025, you can upload video or audio responses.

- [STEP application form](#)

FOR MORE INFORMATION

If you require information in an alternative format, or want to speak to us about any access requirements, please contact us at goodgrowthhub@anewdirection.org.uk

Go to the Good Growth Hub website to find out more here about the STEP programme, book in to attend one of our information sessions, hear from STEP alumni and read out application guide for some expert tips.

<https://goodgrowthhub.org.uk/opportunities/step-13>