

## **Role Definition**

**Job Title:** Artist Assistant

**Reporting to:** Partner on day to day basis and ultimately to the Design Director

### **Responsibilities**

- To assist the Partner in the creation of digital images depicting proposals for Foster buildings or products
- To assist in a team responsible for the presentation digital images for the vast majority of the company's competitions and design projects
- To render visuals and drawings from conceptual art to full presentation digital images using Photoshop, 3d rendering software and other applications where appropriate
- Assist in the maintenance and documentation of illustration standards such as working methods, animation libraries and archiving of final digital images
- Thorough knowledge of and compliance with Foster + Partners procedures and standards
- To contribute, or otherwise assist as required

### **Qualities and skills required**

- Able to demonstrate ability to undertake the above responsibilities
- Legally able to work in the country in which the position is based
- An advanced proficiency in Adobe Photoshop
- Knowledge of InDesign, Sketchup and Illustrator would be desirable
- A three dimensional and spatial understanding of buildings including shadow and light
- A good understanding of scale and compositional techniques relating to the virtual environment
- Be familiar with methods of digital image production and printing processes
- Excellent organisational skills
- Able to manage sensitive and sometimes confidential information
- Good interpersonal skills and able to communicate with a range of people across the organisation
- Good time keeping
- Able to manage and prioritise tasks and time efficiently
- Willingness to listen and learn new skills
- Able to work under pressure and to tight deadlines
- Excellent organisational skills
- Able to demonstrate initiative and proactive approach to daily tasks
- Able to work well within a team
- Self motivated and able to take responsibility
- Flexible attitude
- Willingness and able to work extra hours as necessary
- Able to work well under pressure and meet deadlines efficiently

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.

March 2011