

JOB DESCRIPTION

Job title
Archaeological Illustrator/Senior Illustrator
Name of person or job role reporting to
Beata Wieczorek-Oleksy, Alex Smith
Responsibilities
<p>Due to an expanding workload at all offices Headland Archaeology is now seeking a self-motivated, enthusiastic archaeological Illustrator with a passion for creative work to join an excellent in-house Graphics Team. The successful candidate will receive support in developing existing skills and broadening their knowledge and will be encouraged to explore innovative methods and specialisms.</p> <p>The role we are offering is varied and you will work on everything from mapping, site illustrations for grey literature reports and publications, finds illustration, artistic impressions, image retouching, photography, typesetting and advertising across print and digital formats.</p> <p>Key responsibilities will include:</p> <ul style="list-style-type: none"> • Creation of technically correct artwork, implementing brand guidelines and styles to layouts for print and digital output. • Creation of graphics to illustrate reports by using a mix of Adobe CC, QGIS, DraftSight, AgiSoft PhotoScan and other software. Working with site data such as survey plans, photographs, historical maps, geotechnical and topographical information. • Creation of illustrations for publications, including artefacts drawings and photographs, site interpretation plans and reconstructions. • Contribute ideas that will maintain and improve the quality of the graphics output at Headland. • Design marketing materials for print and digital media. • Provide general graphic support and guidance to the wider team. <p>Additional responsibilities for Senior Illustrator will include:</p> <ul style="list-style-type: none"> • Assisting graphics manager with department management including preparing costings on graphics work. • Delegating tasks, providing support, training, QA and supervision for less senior members of the Graphics Team. • Managing workload and graphics outputs for larger projects. • To ensure maximum flexibility and to reflect the Company's evolving needs, you may be asked to perform additional tasks that may be reasonably expected within your level of capability without additional remuneration.
Qualifications/Experience
<ul style="list-style-type: none"> • Excellent time management and ability to work to a brief within budget and to tight deadline. • Creative problem-solving. Ability to handle multiple and competing work priorities/demands. • Excellent communication and teamwork skills. • High level of computer literacy. • Great attention to detail and ability to produce highly accurate work. • Responsible and accountable for your work, actions and decisions.

- Must have a good working knowledge of Adobe Creative Cloud Suite (Illustrator, Photoshop, InDesign...), GIS software (QGIS or ESRI ArcGIS) and in one or more of the following software (or similar): AutoCAD, DraftSight or other computer-aided design packages, AgiSoft Photoscan, SketchUp, Blender and demonstrable ability to learn new graphics packages. Essential skills for (Senior Illustrator)
- Demonstrable high proficiency in working with QGIS, Adobe CC, Excel, MsOffice.
- Demonstrable experience in the production of high-quality graphics for archaeological grey literature or/and publication (this could include finds illustration) or related relevant outputs.
- Demonstrable experience of artefact illustration to publication standard.
- The ability to advise project staff to the best methods to achieve the desired aims.
- Some experience of training, mentoring, advice and guidance to less experienced Illustrators or trainees.
- Ability to deliver complex projects with minimum supervision.
- Interest and/or knowledge of history/archaeology or similar.

Additional essential skills for Senior Illustrator

- Demonstrable high proficiency in working with QGIS, Adobe CC, Excel, MsOffice.
- Demonstrable experience in the production of high-quality graphics for archaeological grey literature or/and publication (this could include finds illustration) or related relevant outputs.
- Demonstrable experience of artefact illustration to publication standard.
- The ability to advise project staff to the best methods to achieve the desired aims.
- Some experience of training, mentoring, advice and guidance to less experienced Illustrators or trainees.
- Ability to deliver complex projects with minimum supervision.
- Interest and/or knowledge of history/archaeology or similar.

Desired skills (for both)

- 3D modelling.
- Expertise in archaeological reconstruction drawings.
- Photography and image manipulation.
- Show demonstrable good composition and layout skills, experience creating promotional materials for print and web and community engagement:
- The ability to capture and edit video
- Membership of the Institute for Archaeologists, including the GAG special interest group.
- Experience of archaeological field work.

I hereby agree that I have read and understood the job description.

Signed

Date

Name