

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 3D digital artwork depicting proposals for Foster buildings or products
- To assist in a team responsible for the presentation of 3D digital artwork for the vast majority of the company's competitions and design projects
- To render visuals and drawings from conceptual art to full presentation digital artwork using Photoshop, 3D Studio Max 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
- To communicate effectively with Foster + Partners design teams on production of artwork
- To organise time and schedule workload as a team and individually
- Thorough knowledge of and compliance with Foster + Partners procedures and standards
- To contribute, or otherwise assist as required

Qualities and skills required

- Strong portfolio of artwork, both digital and manual
- Sketchbooks and original work to be presented at interview
- 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 3D Studio Max and 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 artwork production and printing processes
- Excellent organisational skills and time management
- Able to manage sensitive and sometimes confidential information
- Good interpersonal skills and able to communicate with a range of people across the organisation
- Able to manage and prioritise tasks and time efficiently
- Ability to understand, communicate and demonstrate workflows of artwork production
- 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.

December 2016