

Graphic Design Assistant

Internship starting from 4 January 2016 for 5/6 months

Intern's responsibilities

- Design and layout of the Chamber's digital materials
 - Newsletters
 - E-mail shots
- Design and layout of the printed materials of the Chamber:
 - Event invitations
 - Adverts
 - Brochures
 - Press kit, etc.
- Assist with the design and layout of the Chamber's other publications:
 - Annual Activity Report
 - INFO magazine
 - Directories
 - Booklets and business guides

Intern's profile

- Graduate from or student at a graphic design school
- Very good knowledge of HTML and CSS (Dreamweaver CS5.5)
- Ability of coding HTML emails
- Excellent knowledge of InDesign, Illustrator and Photoshop
- Good organisational skills (ability to meet deadlines and manage your workload)
- Ability to work under pressure
- Ability to work on various projects simultaneously
- Fluent in both French and English (desirable)
- Ability to think outside of the box. Be creative!

The successful candidate will be passionate about design and show great attention to detail. You must be hard-working and take pride in producing great artwork.

Please note that it is a full time position for which we will make a contribution towards your travelling and maintenance expenses during the period.

The role is based in central London in a dynamic, multicultural and young team.

Please send your CV, cover letter and ideally an example of your work to Marielle Fraize, mfraize@ccfgb.co.uk

About the French Chamber

Established in 1883, our Chamber is part of a network of 113 French Chambers of Commerce Abroad and is one of the top French Chambers worldwide. We are also the largest Foreign Chamber in the UK in terms of both turnover and range of services offered.

Our main aims are to provide a platform for exchange and networking at the service of Franco-British firms in the UK, to promote our members' interests to key decision makers and to help develop economic and commercial relations between France and the UK.

We take pride in the quality of our publications, including our magazine INFO, our members' directory, our business guides and our Cross-Cultural Relations Booklet as well as our e-newsletters. They all provide a wealth of information and help promote the interests of the Franco-British business community.