

Artworker

You'll support the delivery of high-quality visual assets across both print and digital channels, working closely with designers to help bring campaigns and content to life. Plus supporting on operational artwork requirements for a busy growing business.



About the role

Key Responsibilities:

Artwork production and adaptation

- Supporting the creative team in adapting existing creative assets into different sizes and formats for use across websites, emails, social media, and advertising
- Preparing artwork to professional standards for digital publication and print production
- Make amends to existing Adobe and Microsoft templates based on stakeholder feedback - adjusting layout, copy, imagery, or formatting as required
- Supporting with photo archiving and image retouching

Quality and brand consistency

- Ensure all artwork adheres to brand guidelines, tone of voice, and visual consistency
- Perform quality checks on artwork, including spelling, alignment and image resolution

Organisation and professional development

- Maintain well-organised file systems and asset libraries, ensuring up-to-date templates and resources are available
- Stay current with software updates and industry standards and be proactive in developing your skills

Stakeholders

This role works with a wide variety of internal and external stakeholders to ensure collaborative working across all areas:

- Creative Services team
- Marketing, Commercial and Communications teams
- National teams and High Performance
- Events, Operational and Ticketing teams
- Rugby Development colleagues
- Glasgow Warriors and Edinburgh Rugby colleagues
- The Murrayfield Experience
- Third party sponsors and partners
- External suppliers

"Our ambition is that everyone in Scottish Rugby feels a sense of 'belonging' by being clear on the purpose of their role, feeling valued as a member of the team, and connected to colleagues across all areas of the organisation"



Key Skills

Business Enabler

- **Planning & Organising:** You manage time, resources, and tasks effectively to achieve your goals. Objectives are clear, tasks are prioritised, and plans are structured to ensure efficient and timely completion. You anticipate challenges, adapt as needed, and keep everything on track to meet deadlines and deliver results.
- **Stakeholder Management:** You have a strength for collaboration which engages internal and external partners. This enables you to create boundaries and manage expectations, enabling projects to work on time and to budget.
- **Detail oriented:** This role is ideal for someone with a creative flair and keen eye for layout and accuracy, a good grasp of Adobe Creative Suite, and a desire to learn and grow within a collaborative in-house environment.

Knowledge & Experience

- A portfolio demonstrating layout & typography skills and a grasp of design principles (college/university or personal projects welcome)
- Proficiency in Adobe InDesign, Photoshop and Illustrator, and Microsoft Word, Excel and PowerPoint
- Understanding of print production processes and digital asset requirements
- Excellent attention to detail and a methodical approach to checking and delivering files
- Ability to manage time effectively and handle multiple projects simultaneously
- Strong communication skills and a collaborative, can-do attitude
- A willingness to learn, take feedback constructively, and grow within the team

Desirable (but not essential)

- Knowledge of digital formats including web banners, email graphics, or social media assets
- Experience using project management tools (e.g. Asana, Trello, Jira) or DAM systems
- Adobe After Effects experience

Working Logistics

Location: Scottish Gas Murrayfield, Edinburgh / Hybrid

Working pattern: Monday to Friday, full time

Contract type: Permanent

Reports to: Lead Creative Designer