

Draft Job Description: Graphic design

Not final and not legally binding

Grade 4

Looking for someone to undertake graphic design work including one or more of designing web materials, promotional print materials, and supporting visual design of prototype user interfaces.

This work is part of a research fellowship with the BBC to explore how explainable AI approaches can be deployed in creative practice within the BBC and Creative Industries more widely to address Responsible AI concerns of transparency, intelligibility, and accountability.

Confidentiality is essential in the role.

Tasks:

- 1) Graphic design and production of public facing web materials for the fellowship.
- 2) Graphic design of public facing print materials for the fellowship. For example, small booklet to describe the project findings, pamphlet describing guidelines identified in the project, and other paper based project outputs.
- 3) Visual design of a prototype user interfaces. For example, designing user interfaces for generative AI tools as mock-up visual interfaces.
- 4) Graphic design of powerpoint presentations for internal and external presentations.

Total time: Approximately 20-40 hours

Date of work is flexible and is likely to take place between December 2025 and February 2026.

Personal Specification

- Skills and experience in graphic design for web and print.
- Experience of user interface design.
- Access to graphic design tools.

We are an equal opportunities employer and positively encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.