

Established in 1999, XYi Design is a London-based agency with 25 years' experience in the localisation of major international entertainment campaigns across both print and digital media. We work for some of the biggest film studios including Paramount Pictures International and Universal Pictures International.

We are looking for a Creative Quality Controller with an excellent eye for detail and consistency, who is organised as well as proactive and can work across different departments.

Position Overview

The successful candidate will be responsible for supporting the creative leads in approving standard print OOH formats, 1 sheet poster launches, standees and press ads; after training (depending on skillset), you may also be responsible for approving OOH bespoke pieces such as station takeovers and bus wraps. The role will have you working in our busy studio and liaising closely with the teams, reviewing their work and giving feedback before it goes out for client review.

It is important that you communicate clearly and explain your revisions, illustrating your points verbally, with mark-ups on PDFs and screen grabs. You'll also need to be able to juggle priorities as they often change and be able to deliver feedback quickly.

Creative quality control plays an integral role within the studio process, as nothing can be sent to our clients until it has been checked, therefore you'll need to ensure all assigned work has been approved by the end of the day. This may mean working out of normal hours to ensure the work is delivered to our global or LA-based clients.

Role and Responsibilities:

- To identify inconsistencies in a wide range of material.
- To follow strict client guidelines when assessing work.
- To communicate clearly and professionally with both internal departments and external stakeholders.
- To offer solutions to more challenging layouts and support those actioning changes.
- To juggle multiple briefs and work towards tight deadlines.

Necessary Skills and Experience:

- Significant experience working in a busy studio environment.
- Experience using Wrike or similar project management platform.
- Excellent communication skills.
- A keen and consistent eye for detail.
- Confidence working within a team.
- Great time-management skills and an ability to work under pressure.
- Experience using Adobe CS would be beneficial.

Benefits:

- Annual Salary Review
- Discretionary bonuses in June and December
- 25 working days annual leave plus an extra day per annum after 3yrs service, up to a maximum of 30 days
- 10% non-contributory pension
- Film screenings
- Social events
- Working late benefits - meals and travel expenses
- Employee Assistance Programme
- Hybrid working

If you have the skills outlined above then please send your CV through as soon as possible.