

## JOB SPECIFICATION // JUNE 2026

<b>Role:</b>	Art Director
<b>Fee:</b>	£1500-2000 per issue (inclusive of VAT)
<b>Contract:</b>	Rolling
<b>Location:</b>	Remote (with some in-person meetings)
<b>Notice period:</b>	Minimum two whole issues (four months)
<b>Reports to:</b>	Jack Horner, Co-founder / Creative Director

### OVERVIEW

1. To manage the art and design of the bimonthly nearfield magazine and deliver this as per the agreed schedule, on budget and as per nearfield brand guidelines and style guide.
2. To maintain and update the nearfield magazine style guide on an ongoing basis.

The role requires the art director to have their own relevant InDesign license.

### ROLES AND RESPONSIBILITIES

#### **PRE-PRODUCTION**

- > Attend a content planning meeting with the editor and other members of the nearfield team, and contribute to discussions around magazine themes and content.
- > Allocate the agreed art budget, by commissioning freelance contributors such as illustrators and photographers in accordance with nearfield commissioning guidelines.

#### **PRODUCTION**

- > Design and lay out the nearfield magazine according to the schedule, using InDesign, and working closely alongside the editor and other members of the magazine team.
- > Create, maintain and regularly update the issue flatplan.
- > Create promoted content like advertising features and entries in the Marketplace section, and implement client amendments as required.
- > Send the final magazine artwork to press, in accordance with instructions from the printers.
- > Sign off printers proofs, making any final artwork amendments as needed.
- > Ensure freelance invoices are received on time and forwarded to the nearfield accounts dept.
- > Provide an advertising design service where required (this is rare but does happen sometimes, and usually at short notice!)

> Refer to the nearfield calendar for key dates, and log details of important events and meetings.

### **POST-PRODUCTION**

- > Create the online edition of the magazine (using YUMPU software or similar).
- > Generate visuals of the magazine for social media use.
- > Prepare and upload final artwork files, PDFs and images to a shared folder on Google Drive.
- > Make changes to marketing assets such as the media pack as required.

### **BEYOND THE MAGAZINE**

*For these areas where significant time is used a separate budget will be allocated.*

- > Contribute to event branding and visuals.
- > Contribute to event marketing assets.
- > Contribute to new nearfield areas of business (pitch documents / community app / business networking etc.)
- > Make changes to the nearfield website as required.

### **SKILLS AND ATTITUDE**

*We need a freelance art director who is:*

- Calm and focused under pressure.
- Confident enough to make the case for good content and design.
- Willing to do the unglamorous stuff (advertorials, marketplace entries etc)
- Reliable.
- Available for the mid-to-long term (we don't want to have to recruit again after a few issues).
- Happy to attend events occasionally.
- Up for the challenge of working in an ambitious-yet-chaotic startup environment.
- Willing to attend content meetings every couple of months in Bath and Bristol.

### **PUBLISHING SCHEDULE**

The magazine is published on the first Wednesday of every other month. This schedule enables the team to take time off in August (school holidays) and December (Christmas). The magazine goes to press approx 10 days before publication date.

Here's the schedule for the first four issues:

- NF18: October/November 2026 - out 7 October (to press 25 September)
- NF19: December/January 2027 - out 2 December (to press 27 November)
- NF20: February/March 2027 - out 3 February (to press 22 January)
- NF21: April/May 2027 - out 7 April (to press 26 March)