

Learning Guide Job Hunting



Careers & Employability

Empowering UAL students and graduates to make a living doing what they love

arts.ac.uk/careers

Jobs advice from UAL

arts.ac.uk/student-jobs-and-careers/get-jobs-advice

For more resources

Creative jobs boards

creativeopportunities.arts.ac.uk
artsculturemediajobs.com
artsjobsonline.com
artshub.co.uk/jobs
creativepool.com
glassdoor.co.uk

Film, TV, Theatre

productionbase.co.uk/film-tv-jobs
4rtv.co.uk/broadcast_jobs
thestage.co.uk/jobs
theunitlist.com
mandy.com
media.info

Advertising, PR

simplymarketingjobs.co.uk
jobs.marketingweek.com
ipa.co.uk/jobs

Fine Art, Curation

nationalmuseums.org.uk/jobs
artquest.org.uk
artsjobs.org.uk
a-n.co.uk

Arch, Interiors, 3D

careersindesign.com/design-jobs
benchpeg.com/jobs
adremgroup.com
bd4jobs.com

Games

jobs.gamesindustry.biz
gamesjobsdirect.com
jobs.mcvuk.com

Fashion Retail

businessoffashion.com/careers
fashionpersonnel.co.uk
fashionworkle.com

Graphics, Visual Communications

jobs.creativereview.co.uk
designjobsboard.com
campaignlive.co.uk
uxjobsboard.com

Creative Attributes Framework

This learning guide supports Curiosity.
Search Creative Attributes to find out more.



Curiosity

All information is correct at time of publication Nov 2018

What is Job Hunting?

Job hunting is the process of actively seeking out new employment. It may include developing an action plan or schedule with targets and deadlines. It might also include networking, checking jobs boards, developing a professional profile and writing speculative applications.

Do:

- Reflect on your experience, attributes and key skills to date. Take time to plan a speculative career path based on research and your own motivations, strengths and aims.
- Establish a role or area of industry to focus on and get to know as much as you can about it.
- Make an action plan, i.e. short and long term goals with a series of practical tasks to do in order to get going.
- Be aware of your public profile and update your professional profiles regularly. Deactivate unused accounts.
- Develop a list of jobs boards to regularly check and key companies/organisations to 'follow'.
- Research recruitment agencies that could help you find work in your target sectors.
- Use your time effectively and be selective about what you apply for. Research the company/role and your tailor application every time.
- Have a tiered approach with many scenarios (i.e. plan a, b, and c). Be ready to review and adapt.
- Keep a schedule or spreadsheet of applications, contacts and interviews and follow up applications or interactions via phone or email.
- Use the job hunting plan overleaf to get you started.

Top Tips

Be proactive, be visible

Join LinkedIn, create a website and use Eventbrite to seek out relevant events to connect to your industry and speak to potential employers if you get chance. Create Google alerts to help you to seek jobs, connect with and follow businesses on social media. Pick up the phone, ask questions and make speculative applications. Tell people you are on the look out for opportunities.

Draft a script, know your 'pitch'

Practice interviews and networking conversations with friends and colleagues. 'Selling yourself' is difficult and does not come naturally to most. Practice makes it easier.

Make it clear

Put yourself in their shoes. What can you bring to their team/business? Be specific. What do you know about them? How are you the best fit?

Avoid additional stress

Be honest with yourself and make realistic goals and timescales. You may have immediate needs that require attention before starting your job search or might not get your 'dream job' straight away, that's OK.

Graduate level jobs

Having completed your degree you should be able to gain a graduate level job, i.e. a job which requires a degree rather than one which a school leaver could do.

Job hunting plan

What do I really want to do? List your current top three career goals here below:

- 1
- 2
- 3

Chose one and start to research Where/how you can do it? Consider, locations, organisations, job titles etc. Sketch out results here, then start to work through the headings below as you get going with your job hunting.

Industry/sector

e.g. visual communications

Job title

e.g. graphic designer

Job level

e.g. intern, junior, mid

Pay level

e.g. £120 day/£25k year

Listings

e.g. The DRUM jobs board

Preparation

e.g. CV, portfolio, cover letter, professional profile, business cards

Activities

e.g. record your daily, weekly, monthly tasks and

Review

e.g. What have I done and what will I do differently? What actions can I take next?

Checklist Tick off the things you have prepared as part of your job hunt.

- | | | | |
|--|---|--|--------------------------------|
| <input type="checkbox"/> Identified job title | <input type="checkbox"/> Physical portfolio | <input type="checkbox"/> References | <input type="checkbox"/> _____ |
| <input type="checkbox"/> CV, statement, showreel | <input type="checkbox"/> Website portfolio | <input type="checkbox"/> Elevator pitch | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Cover letter | <input type="checkbox"/> Online profile | <input type="checkbox"/> List of jobs boards | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Business cards | <input type="checkbox"/> Contacts spreadsheet | <input type="checkbox"/> IP e.g. copyright | <input type="checkbox"/> _____ |