

—Senior Designer/Art Director Job Description —

A Senior Designer/Art Director occupies a high-level creative position in our company. He or she is expected to be able to take full creative, fiscal and production responsibility for any project.

Education: BA degree in graphic design preferred. Graduate work in graphic design or fine art helpful.

Experience: 6+ years working experience as an art director or graphic designer, and proficiency with QuarkXPress, Illustrator and Photoshop required. Proficiency with Dreamweaver and Flash helpful, as is supervisory responsibility.

Important attributes: Outstanding creativity. Ability to help clients define and solve the most complex communications problems. Strong business understanding and financial skills.

Primary responsibilities: Meets with clients. Defines project parameters. Estimates project costs with the Marketing Representative. Develops innovative ideas and concepts. Presents and helps “sell” work to clients. Supervises print production.

Secondary responsibilities: Selects and monitors outside vendors. Helps train Designers and Junior Designers. Evaluates and recommends new procedures and equipment.

Promotion path: Does not normally lead to other positions.

Salary grades: 6 & 7

Labor status: This is a professional position and is exempt from most federal and state labor laws.

Supervisory responsibilities: Designers and Junior Designer(s) as designated.

Reports to: President.