

Job Description and Specifications

March 2008

JOB DESCRIPTION

Job Title

Art Director / Graphic Designer (full-time position)

Job Summary

Create, design, and layout print materials such as newspaper and magazine ads, brochures, logos, ID materials, catalogs, billboards and any other printed pieces. Take projects from creative concept to finished piece including art direction.

Job Duties

Use Macintosh programs such as QuarkXPress, Adobe InDesign, Adobe Photoshop, Adobe Illustrator and Adobe Acrobat to produce layouts. Communicate and work closely with clients and vendors. Collaborate with writers and creative team to concept new projects. Responsible for project completion and submitting billing sheets. Accurately record time spent on projects.

JOB SPECIFICATIONS

Education

2- or 4-year degree in a related field, or equivalent experience.

Experience

Two or more years of design experience required. Agency experience is preferred.

General Characteristics

Demonstrate attention to detail.
Ability to manage multiple projects.
Possess time management skills and an understanding of deadlines.
Be self-motivated.
Possess organizational skills.

Specific Knowledge

Advanced knowledge of Quark, InDesign, Photoshop, Illustrator and Acrobat are required.
Understanding of MS Office and FTP are preferred.

The statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to perform the job successfully. Snitily Carr reserves the right to modify and expand job responsibilities and duties over time.