

Art Department Manager

Job Description

Hours: Mon – Friday 8:00 -5:00

Status: Fulltime / Salary / Exempt

Reports To: Owner/President

Ideal candidate must be comfortable designing, formatting the layout of, editing, proofing and archiving as well as managing staff.

Requirements:

- Art, Graphic Design or Business degree and/or related professional qualification
- Automotive industry experience preferred, but not required
- Minimum 5 years managerial/supervisory experience; Training, Development and Performance
- Familiar with labor law compliance regarding Hiring, Disciplining and Termination
- Accustomed to high volume catalog production
- Experienced working in a fast-paced, team oriented environment
- Complete knowledge and expert use of Adobe Creative Suite 5: Photoshop, Illustrator, InDesign, Acrobat
- Advanced knowledge and use of DSLR cameras, studio lighting equipment and lighting techniques
- Excellent attention to detail, time management, and people skills
- Able to prioritize projects and motivate staff to meet strict deadlines
- Above average verbal and written communication skills
- MS Office knowledge and advanced use of Word, Excel, Outlook
- Digital video capture, typography, web design and HTML are required
- Familiar with SEO and social media platforms
- CSS coding would be a ***PLUS!***

Job Duties:

- Manage, develop and lead the Art Department team
- Oversee department production schedules
- Supervise and direct staff responsible for: high volume catalog production, print ads and publications, trade show signage, logos, product packaging, photography, and tech and installation manuals
- Responsible for own/assigned graphic design projects
- Approves product photography
- Supports the production of:
 - Tech and Installation Manuals
 - Copy re-writes
 - High volume catalogs
 - Trade show signage and materials
 - Magazine ads (20+ national ads per month)
 - Logos, product packaging
 - Product photography
 - Printed and email marketing materials including, but not limited to: flyers, newsletters, press releases, brochures, catalogs, posters, web design and signage used

Key Competencies

- Team-leadership skills
- Formal presentation skills
- Strategic thinking
- Creativity
- Excellent verbal and written communication
- Organization and planning
- Problem-solving and analysis
- Judgment/Decision-making