## JOB DESCRIPTION

| **Title** | Associate Creative Director | | |
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| **Reports To** | Creative Director & Principal | | |

**Job Purpose**

The Associate Creative Director at [organization name] plays a critical role in supporting the Creative Director & Principal in steering the studio's creative vision and executing high-quality, innovative projects.

This position involves collaborating closely with the creative team, contributing to conceptualizing creative processes, and ensuring the successful realization of projects that align with our clients' needs and the studio's standards.

**Key Responsibilities**

Key responsibilities include, but are not limited to the following:

* Assist in developing and articulating the creative vision for [organization name], ensuring alignment with our brand values and business objectives.
* Support the Creative Director & Principal in leading and motivating the creative team, including art directors, designers, copywriters, and other creative professionals, to foster an environment of creativity and professional growth.
* Play a key role in the conceptualization and implementation of creative projects, from the planning stages to completion, ensuring they meet the studio's standards of quality and creativity.
* Work in tandem with account executives and project managers to grasp client needs, making certain that creative concepts and strategies meet and surpass client requirements.
* Participate in brainstorming sessions and creative workshops to cultivate innovative ideas and concepts.
* Assist in reviewing and refining creative outputs, providing constructive feedback and guidance to the team.
* Help in establishing and maintaining design and brand guidelines to ensure consistency across all studio outputs.
* Contribute to client presentations and pitches, supporting the Creative Director & Principal in effectively communicating the creative vision and strategies behind proposed projects.
* Stay abreast of industry trends, technologies, and techniques to ensure [organization name] continues to lead in design and creativity.
* Aid in managing and mentoring team members, fostering their professional development, and maintaining a high level of performance.
* Additional related duties as assigned.

**Core Competencies**

* Strong leadership capabilities and vision in supporting creative teams and projects.
* Robust creative, strategic, analytical, and organizational skills.
* Excellent communication skills, both verbal and written, with the ability to effectively collaborate with teams and clients.
* Proficiency in digital design tools (Adobe Creative Suite, etc.) and a good grasp of current design trends.
* Ability to creatively and effectively solve problems.
* Ability to work under pressure, meet deadlines, and manage multiple projects simultaneously.

**Key Qualifications**

* Bachelor’s degree in Art, Design, Advertising, or related field. Master’s degree preferred/an asset.
* A minimum of X years’ experience in creative roles, with at least X years in a leadership position within a creative agency or design studio.
* Extensive portfolio showcasing a wide range of creative and design work.
* Proven track record of contributing to the conceptualization and execution of creative projects.
* Experience in client relationship management and new business development.

**Working Conditions**

* The standard workweek for this position is [insert #] hours. The standard business hours for this position are [insert core hours].
* Overtime and hours worked outside of the standard work schedule may be required.
* This position is remote/hybrid/onsite.
* Constant exposure to screen-held devices, whether laptops or desktops, etc.
* Occasional travel may be required for client meetings, presentations, and industry events.