



ART PRODUCTION MANAGER

GENERAL

FULL TIME

SALARY

PAID VACATION

PAID SICK/PERSONAL TIME

ELIGIBLE FOR HEALTH, DENTAL & VISION BENEFITS, STD, LTD, LIFE INSURANCE, FSA, 401K AND CELL PHONE REIMBURSEMENT

AVAILABLE TO ASSIST WITH COMPANY 'ALL HANDS ON DECK' DAYS (MOST ARE SATURDAYS)

REPORTS TO: GENERAL MANAGER

DIRECT REPORTS: GRAPHIC DESIGNERS AND ART PRODUCTION STAFF (FULL AND PART TIME)

QUALIFICATIONS

1. A demonstrated ability to lead and motivate staff, focusing on obtaining results through management and mentoring of others.
2. Confident, enthusiastic and professional demeanor in interactions with clients and colleagues.
3. Advanced graphic technology skills and Internet proficiency.
4. High level of organizational skills and the ability to prioritize projects to meet production deadlines, utilizing technology to identify project status.
5. Able to collaborate with all Department Managers and staff to successfully facilitate the position responsibilities.
6. Knowledgeable in the graphic design industry trends, technology and requirements.
7. Knowledgeable in the art production & print production processes, to include the use of printers and laminating equipment.

RESPONSIBILITIES

MANAGEMENT

1. Continually monitor individual Art Department team member's progress and provide constructive feedback on performance. Monitor staff's time clock punches daily for accuracy. Conduct annual reviews for direct reports and select individual/group professional development initiatives. Provide collaboration on annual reviews for other department staff, as necessary.
2. Build, develop/mentor and manage Art Department team members to ensure they are capable of carrying out required projects and initiatives. Encourage teamwork, creativity, sharing of ideas, methodologies and successes/failures as part of building a successful and cohesive group.
3. Serve as the leader and advocate for the Art Department. Ensure requirements and communications are coordinated and implemented; Support department objectives and meet organizational requirements in conjunction with all HMR Designs Department Managers.
4. Serve as the first point of contact for all Art Department projects from the HMR Event Design Sales staff. Discuss with requestor the scope & budget of the project, assign staff to lead/execute the project, provide deadlines and monitor production till completion.

5. Attend and contribute to the weekly Production Meeting. Communicate information to Art Department staff, as necessary.
6. Lead weekly Art Department Meeting. Develop agenda to include discussion of upcoming projects/schedules, general department/company information and foster a spirit of participation for all Art Department staff.
7. Attend monthly Manager's Meeting. Contribute to agenda, as necessary.
8. Adhere to annual budget expenditures for Art Department.
9. Review and approve all Art Department pricing in Direct. Liaison with Accounting for pricing inquiries.
10. Schedule all Art Department staff and freelance employees/contractors, per project scope.
11. Order, or provide approval for the ordering of, all Art Department supplies, ensuring an ample quantity of 'staple' materials are on hand at all times. Liaison with Purchasing Department for proper reconciliation of invoices.
12. Maintain and/or coordinate maintenance on all machinery and technology for Art Department use.
13. Negotiate contracts and/or pricing for Art Department equipment service agreements, training or services.
14. Research training and professional development opportunities for Art Department staff.

GRAPHIC DESIGN

1. For each art project, assess the scope of the project for and/or execute:
 - Conceptualization
 - Time requirement
 - Skill level
 - Pricing in Direct
 - Graphic design (to include floor plans, renderings, etc.)
 - Sub-contractors specific requirements
2. Collaborate with the PR Design Committee regarding concepts to support HMR Designs' Brand. Attend PR events as a HMR representative, as necessary.
3. Provide the Brand and Media Producer:
 - Input regarding areas of interest/events/projects from the Art Department for website, blog and other social media outlets.
 - Any graphic assistance for social media sites, blogs, campaigns, etc.
 - Training on art computer software, as necessary.
4. Provide graphic support for HMR Designs for advertising, brand identity, signage, business cards, and website updates.

The above noted job responsibilities/requirements are not intended to describe, in detail, the multitude of tasks that may be assigned but rather give the Event Sales Designer a general sense of the responsibilities and expectations of his/her position. As the nature of business changes so, too, may the essential functions of this position.