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# Example of Assistant Art Director Job Description

Our innovative and growing company is hiring for an assistant art director. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for assistant art director

* Ensure consistency of design/layout and adherence to the brands standards, and ensure highest design standards are maintained
* Aligns layout design with merchandising goals/objectives
* Establishes and adhere to schedules for design and layout reviews
* Delivers presentations to team and/or senior creative staff
* Researches new approaches and evolve layouts and templates
* Provide leadership for the Business Office that provides business, human resources, payroll, and research support for the School of Art and Design, including supervision of staff
* Responsible for providing meaningful, timely and accurate financial reporting to school director and to faculty on their ICR, HASS, gift and sponsored project accounts
* Act as the primary liaison for the school to units within the Office of Business and Financial Services, Internal Audits, the Office of Sponsored Programs and Grants and Contracts
* Ensure that financial, purchasing and human resource transactions are processed in an efficient and cost-effective manner in compliance with university policies and procedures
* Establish, modify, and maintain financial file and record keeping systems to support the administrative and accounting functions performed by the business office

## Qualifications for assistant art director

* Master of Fine Arts degree required
* Must be broadly skilled in a variety of technical processes with an emphasis on carpentry/welding with significant safety experience
* Must demonstrate strong personal communication skills in assisting students
* The minimum technical qualification for this position is in-depth training and work experience in technically related fields
* 4-year degree in art or graphic design or equivalent experience
* Must have a good eye for color and sense of humor to design articles, covers and collateral material