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# Example of Creative Services Director Job Description

Our company is growing rapidly and is looking for a creative services director. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for creative services director

* Create weekly media plans
* Organize, create and maintain a master inter-departmental creative publishing calendar for print and digital initiatives
* Collaborate with the necessary business units to facilitate seasonal planning/strategy sessions to map out assets and deliverables between departments
* Translate creative objectives into clear and actionable work plans
* Manage the annual budget for Creative Asset Production including shoots, retouching and printed materials
* Implement workflow processes
* Identify and organize necessary resources across the department
* Oversee the photo studio operations
* Hold weekly status meetings as needed to ensure deadlines are met
* Work closely with the Shoot Producer/Studio Manager to ensure timely post production execution

## Qualifications for creative services director

* Minimum of 5 years production experience required
* Experience in an engineering or factory position preferred
* Experience in toy, licensing and/or entertainment fields preferred
* Must possess effective and proven communication skills – both written and verbal
* Must have proven track-record demonstrating capability to communicate with all levels of staff, external clients, and WB divisions
* Candidate must have effective and proven interpersonal skills