Downloaded from <https://www.velvetjobs.com/job-descriptions/creative-services>

# Example of Creative Services Job Description

Our innovative and growing company is hiring for a creative services. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for creative services

* Shooting of local news stories or video daily
* Manage the department budget for all advertising, marketing and promotion projects
* Version and re-package provided promos accurately for all City markets, including adding voice-overs and graphics
* Maintain organized files and projects in order to support and share with team members
* Output material to XDCAM discs, ensuring Closed Captioning is working and promo day/time information is accurate
* Deliver xdcam and paperwork to the Satellite/Dub Operators to file all material to all Canadian markets
* Send detailed emails and attached documents to notify the various people/departments receiving the material
* Ensure broadcast standards are met and that any voices/graphics added maintain the promo as originally intended
* Download and Upload promotional and show material as required from various distributor websites
* Check programming grids daily to determine what shows are available to incorporate a credit squeeze where promo is added

## Qualifications for creative services

* Background with the Adobe Creative Suite (Photoshop, Bridge and In Design) preferred
* Proficient skills in Microsoft PowerPoint, Word and Excel
* Requires the knowledge and ability to effectively develop strategy, conceptualize ideas, supervise the production of radio, cable, print and broadcast ads
* Bend, lift, open and move product and related office items varying in weight up to 10 lbs, depending on need
* Undergraduate degree in journalism, design or marketing
* Minimum of 1 to 3 years of experience in agency or marketing setting