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# Example of Creative Services Job Description

Our growing company is hiring for a creative services. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for creative services

* Request information from Coordinators as to which promos to insert in squeezes - sometimes requires subtle versioning and/or editing
* Check the credits on new shows to determine if they can be squeezed
* Create credit squeezeback templates for any new shows that can be squeezed
* Output squeezebacked segments for all markets to XDCAM, ensure Closed Captioning is working and promo day/time is accurate
* Check daily missing media lists and ensure missing material is delivered promptly, and liaise with City markets/Satellite/Dub Ops when media is missing to resolve issue in timely manner
* Last line of defense for department, checking for possible mistakes both technically and in execution and alerting Manager if there are issues
* Partner closely with designers to mange ongoing updates of foundational assets including brand guidelines, voice style guide, icon libraries, PPT templates, corporate presentation decks
* Attend relevant programming meetings as needed
* Attend sales meetings, and sales appointments with account executives as needed
* Assign and prepare gear/prizes/etc

## Qualifications for creative services

* Ability to produce work that conforms with our corporate visual identity guidelines
* Highly proficient in MS Word and Excel required
* Experience in video and animation a plus
* Highly proficient in MS Word, Excel, Basecamp or Project Management software experience a plus
* Superior organizational and project management skills are needed
* Luxury retail or agency experience