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# Example of Executive Creative Director Job Description

Our innovative and growing company is searching for experienced candidates for the position of executive creative director. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for executive creative director

* Oversee a team of editors, writers, designers, traffic managers and contractors
* Proactive prioritization of projects and management of project communications to stakeholders, including status, next steps, deadlines, approvals and costs
* Develop a system of quantifying and communicating resource and monetary impact of creative services work to stakeholders
* Enhance and develop processes to streamline creative service production
* Strong mix of creative and operations, proven ability to lead an office and expand portfolio
* Lead and direct global creative teams from concept to completion
* Develop needs assessment, scope of projects and cost models for creative services
* Initiates and directs development of first-class content inclusive of videos, infographics and data visualization that ensures optimal delivery to target audiences across multiple channels
* Assembles and directs multi-disciplinary teams of writers, designers and producers based on project requirements
* Manages outside labor costs and production expense, providing accurate estimates based on current workload and prior year expenditures, and timely monthly forecasts

## Qualifications for executive creative director

* 4 year degree in Visual Arts, Communications or Advertising
* Minimum of 12 years experience leading Creative teams and building strong brands, or equivalent job experience
* Travel 10-15% of the time for off-site photo-shoots
* Proven conceptual powerhouse with track record of delivering world class multi media creative
* Strong production know-how, especially in the digital space
* Strong leadership/management skills and experience in mentoring/nurturing creative teams