



# Example of Creative Coordinator Job Description

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Our innovative and growing company is looking for a creative coordinator. 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 creative coordinator

- Processes purchase orders, codes & reconciles invoices, and serves as liaison with outside vendors & A/P department for payment tracking for the Television Franchise team
- Assists Directors with projects by obtaining art files & requesting downloads from print vendors
- Assisting and supporting the Senior VP and VP, Design, with scheduling meetings, travel arrangements, screening calls, expense reports, timesheets mailings and other administrative duties
- Office manager duties including ordering/managing departmental supplies
- Learning and familiarizing Art Directors, Design Director's, new coordinators, interns and temps with departmental policies and procedures
- Maintaining vacation calendar for all Art Directors and Design Directors (16+)
- Manage/create weekly status reports
- Manage internship procedure and intern hiring/scheduling
- Invoice processing and filing
- Working with Associate Director, Admin to draft and issue artwork contracts

## Qualifications for creative coordinator

- Computer – MAC - Word, Excel, Powerpoint, Acrobat, Outlook, Toast Titanium, SAP (preferred)
- Able to juggle many projects

- This is purely an administrative position and should not be considered creative
- Handling departmental photo research requests
- Work with Associate Director, Admin and Art Directors to create and archive photo shoots