



Example of Creative Coordinator Job Description

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Our innovative and growing company is searching for experienced candidates for the position of 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

- Creates and coordinates marketing/publicity campaigns for the RSC to promote services, facilities, resources, conferences and build traffic
- Manages Pride Shop budget, inventory, student supervision and invoicing
- Oversee quality control of final outputs from Pride Shop
- Provide guidance and image resources for RSC Web sites
- Oversees daily operations of the Pride Shop located within the RSC which offers large format printing, lamination, creative design, and coordinating distribution of marquee promotions on campus
- Provides competent and diverse design work in print, web and new media
- Oversees content production/development for Video Wall & InfoScreen programs
- Serves as a mentor to student workers pursuing graphic design
- Interviews, hires, trains and supervises student employees in basic skill and design to handle quick turnaround orders and will ensure consistent quality control of completed work before distribution
- Utilizes the latest in print media to develop posters, banners and documents used for marketing and promotion of the RSC, student organizations, and campus' events and services

Qualifications for creative coordinator

- Knowledge of DC Comics characters strongly preferred

- Must have ability to track deadlines and schedules
- Ability to lift/move packages of up to 20lbs preferred
- Good keyboard skills essential and the ability to use Word, Excel and Creative Suite all social networks