

**JOB DESCRIPTION:**

Associate Creative Director

REPORTS TO:

Creative Director

JOB SUMMARY:

It goes without saying that you're a talented writer who can write anything and everything. No matter the medium, you always deliver copy that'll make someone laugh, cry, click, whatever. But who else are we looking for? First off, you're a thinker. You think about ideas, problems, how to solve those problems, clients, technology, and great work. Your thinking doesn't clock in and out because you know as well as we do that the big idea can come anytime. Which means you're always thinking of ways to do better work and help your clients succeed. That's right, *your* clients. This brings us to our second point. You take ownership. You know your clients, care about them and their business, and genuinely want to see them succeed. You study their industry, know their pain points, and are always looking to come up with ideas (even when they haven't asked for them) that will help their business. Third, you're a leader. You can give direction, manage, be proactive, and present work with confidence. Fourth, you're a grownup. You're responsible, accountable, and when you say you'll do something, your word is like gold. Or oak. Fifth, and this is very, very, very, very important, you're a decent human being.

WHO WE ARE:

We are not just an advertising agency. Or a branding company. Or a design shop. Or a PR firm. Or a marketing business. We are a group of thinkers and doers who build lasting relationships by accomplishing amazing things together. With our partners. With our community. With each other.

THE NUTS & BOLTS:

The Associate Creative Director functions as the chief daily creative contact with the account service and client representatives on those accounts under his or her supervision, presenting and speaking on behalf of the advertising agency at various presentations. He/She reports to the Creative Director who supervises his creative responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for the development and production of advertising for a number of brands and/or services.
- Oversees a staff of writers and art directors, and is responsible for the quality of their work.
- All work on the accounts in the Associate Creative Director's group is initiated through him/her and completed under his/her direction in time to undergo normal agency approval procedures.
- Helps to create and maintain a high energy level with those personnel assigned to his or her group.
- Evaluates the performance of the people assigned to him/her and makes recommendations for advancement and salary increases.
- Participates in, and contributes to, the new business activities of the agency, as required.

QUALIFICATIONS:

- Bachelor's degree in related field required.
- Five or more years of related work experience and/or training or equivalent combination of education and experience required.
- Work experience as a senior writer.



COMMUNICATION ABILITY:

Ability to read, analyze and interpret information from a variety of sources, such as trade journals, research reports, white papers and cross-tabulated survey data to effectively present information in one-on-one and group situations to customers, clients and other employees of the organization.

REASONING ABILITY:

Ability to define problems, collect information, establish facts and draw valid conclusions based upon information furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

COMPUTER SKILLS:

Computer proficiency, specifically spreadsheet, word processing, database, Internet and email applications. MS Office preferred, including MS Outlook. Workamajig experience a plus.

LEADERSHIP RESPONSIBILITIES:

Does supervise the work of others.

WORK ENVIRONMENT:

Fast-paced, energetic, creative environment. Occasional travel and overtime may be required.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit and use hands to finger, handle or feel. The employee is occasionally required to stand; reach with hands and arms; stoop, kneel, crouch and crawl. The vision requirements include ability to adjust focus and close vision. Reasonable accommodations may be made to enable individuals to perform the essential functions.