



JOB DESCRIPTION:

Production Artist

REPORTS TO:

VP / Creative Director

WHO YOU ARE:

Your official title is “Production Artist” but the keyword there is “artist.” You love what you do and take it seriously. In your world, details matter. That’s why you pay such close attention to every detail—big and small—and then double-check your work. You’re meticulous. You’re savvy. You’re fast. Lastly, and this is very, very, very important, you’re a decent human being.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Complete production jobs using templates.
- Once job is complete, you will be required to direct the job through to completion: communicating via email/phone about input and specs, producing layout, executing revisions, producing revised files and email files for approval, providing final native files and emailing them to client and/or publisher.
- Collect assets and upload to Creative Hub for Facebook and Instagram ads.
- Accurately follow a job order (and when you don’t have the information you need, you ask).
- Double-check work for accuracy.
- Work effectively, efficiently, and, quickly.

COMPUTER SKILLS:

- Adobe suite. Enough said.
- And, as a plus, everything listed below.

COMPUTER SKILLS THAT WOULD BE A MAJOR PLUS:

- HTML emails
 - Use HTML/CSS to create emails
 - Edit and update existing HTML templates
 - Troubleshoot technical issues in publisher HTML files
- Digital ads
 - Build and resize banner ads based on creative specifications
 - Develop animated banners using HTML/CSS/JS and/or Adobe Animate
 - Translate creative assets into multiple sizes based on publisher’s specs
 - Understand and translate social network specs into working files
- Web
 - Translate static designs into working HTML/CSS/JS
 - Understanding of CMS software
 - Edit content in web-based CMS systems (Wordpress, Drupal, Squarespace, etc.)
 - Working understanding of JavaScript, and JavaScript frameworks including jQuery



QUALIFICATIONS:

- Bachelor's degree in a related field preferred.
- Burning desire to contribute to our evolving agency and make a difference.

WORK ENVIRONMENT:

We work in a fast-paced, energetic, and fun environment. Our culture is thriving and we're a fun-loving bunch. But with great culture comes great responsibility. We expect you to put in the effort—whether it's occasional travel, extra hours, or whatever—so you can enjoy the rewards.

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. Yes, we have to put this in here.