![marriner marketing — let clarity define you.®]

Senior Production Artist

The **Senior Production Artist** is responsible for supporting the creative team by finalizing, meching, resizing and other forms of finishing. They will be responsible for prepping files and managing post production, organizing photos from shoots and sillouetting/retouching. The Senior Production Artist is also responsible for maintaining creative file management, organizing the server and tackling file management challenges.

They are in an integrated position, so there will need to be an understanding and proficiency in the various mediums we work in—from video, to digital design to printing. The Senior Production Artist will also need an extreme level of attention to detail, ensuring that all work lives up to the standards that the Agency and Clients expect. This position reports directly to the Associate Creative Director with accountability to the Creative Director.

Specific roles and responsibilities are comprised of (but not limited to) four key areas:

Creative Excellence
- Attention to detail: typography, color, design excellence
- Revise work as needed with speed and accuracy
- Support the art directors and designers and help make all creative work better through your touch
- Work within deadlines and communicate deadline issues in a timely manner
- Develop a deep understanding of our clients' businesses as well as understanding their target markets
- Be capable in design, illustration and motion graphics
- Support the team with flawless meching, resizing, file prep, silhouetting, organizing photos from shoots, and server maintenance

Collaboration
- Work with account executives to ensure project parameters are clear and actionable
- Find ways to strategically say yes to challenges
- Work with teammates to develop evolving skills that help everyone get to great work
- Support the art team by silo-ing images, preparing files, working on SKU charts for placement and other efficiency tasks
- Organize and manage the server to allow for the greatest efficiency for the digital and creative departments
- Be receptive to feedback from internal team and client. Be open to problem solving
- Collaborate with category experts to ensure work is optimized
- Work closely with the Art Team and Creative Director to ensure high quality of work
- Be available to your team in remote and in-person situations

Efficacy

- Take ownership of projects
- Manage deadlines and resolve issues before they become problems
- Continue to develop cross-functional skills
- Keep your team informed of your working status
- Communicate clearly and effectively
- Be responsive to communications
- Apply and understand feedback correctly
- Have a commitment to understanding user personas, industry nuances, trends and marketing techniques through independent study and tools from subject matter experts

Growth & Support

- Check in regularly with project managers and art directors to see where you can provide support
- Work to gain new skillsets as needed
- Work to become proficient and fast at your craft
- Be a student of new mediums, predicting what the next big areas for design will be
- Continue to evolve your design capabilities and understand design trends

Evergreen Positional Goals:

- Find new efficiencies when it comes to server organization
- Develop a new skill set each year
- Positively impact client perception of the creative work through a dedication to perfection
- Assist art directors and designers both digital and creative