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**Date:** 3/4/14

**Position Title:** Magazine Art Director

**Department:** Graphics

**Position Reports To:** Graphics/Production Director

**General Purpose**

This position is primarily responsible for the design, production and coordination of *Zymurgy* and *The New Brewer* and for working with the Graphics/Production Director to ensure that all budgets and schedules are met.

**Essential Duties**

- Art direct and design *Zymurgy* and *The New Brewer* magazines.
- Manage art budgets as specified for each project.
- Manage and meet all deadlines as assigned by the Graphics/Production Director.
- Provide regular status updates to Graphics/Production Director on all work in progress.
- Coordinate with Magazine Editor to ensure that art and layout design are appropriate for content.
- Maintain tracking log for articles, cost logs for budget and other organizational lists.
- Coordinate with Sales Department to ensure proper ad placement.
- Coordinate with Senior Designer and Graphic Designer to ensure all ads meet correct specs.
- Work directly with print vendors to ensure that accuracy and quality standards are achieved.
- Evaluate, select and manage outside illustrators, photographers and stock agencies.
- Review all invoices from illustrators, photographers, freelancers and outside vendors to ensure accuracy.
- Organize and prepare digital files, mock-ups and instructions for printer.
- Contribute to annual planning process including budgeting, scheduling and internal policy making
- Design marketing pieces and divisional materials as assigned by Graphics/Production Director.

**Other Duties**

- Attend and contribute to departmental and project meetings.
- Train and assist other staff members as necessary
- Maintain and enhance technical knowledge of Mac hardware and software and act as a resource to graphics department.

**Travel Required:**

- Attend the Great American Beer Festival in Denver.
- Attend local photo shoots as needed.
- Other travel as directed by the Graphics/Production Director.

**Skills, Knowledge and Education Required:**

- Excellent overall computer aptitude on a Mac platform.
- Excellent design ability.
- Knowledge and experience with Adobe Creative Cloud and Microsoft Office.
- Excellent project management skills and attention to detail.
- Ability to effectively delegate work.
- Excellent creative and technical problem solving skills.
- Print production knowledge.
- Strong communication skills.

**Note: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job**

**Equal Opportunity**

The Brewers Association is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital/familial status.