
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.