



GLOBAL CREATIVE DIRECTOR JOB DESCRIPTION

DEPARTMENT: Marketing
STATUS: Exempt

SUMMARY

The Global Creative Director establishes the conceptual and stylistic direction for design staff and orchestrates their work, as well as the work of printers, external designers, and anyone else who is involved in the development of a project. The Global Creative Director generally selects vendors and has creative authority. The Global Creative Director is accountable for promoting and protecting the integrity of the brand across all channels, both print and online.

This position could be located in Washington, D.C. or New York, NY.

JOB DESCRIPTION

- Manage, grow, and mentor an internal international team. Work with external contract designers. Foster a creative environment that is conducive to creative development.
- Lead the development and execution of a wide variety of marketing collateral, including ads, brochures, annual reports, client presentations, charts, graphs, event materials, and special projects – in both print and electronic formats.
- Collaborate with internal clients, including marketing team members, lawyers, business services employees, and designers around the world.
- Ensure quality and timely delivery of projects within budget and on brand.
- Provide ongoing feedback and guidance for designers and their projects as needed.
- Oversee and make presentations of concepts with internal clients.
- Protect the integrity of the brand across all channels, and conduct periodic training on the brand guidelines for marketing team members.
- Serve as support for the US Marketing team's InDesign needs, including training and troubleshooting.
- With an exceptional eye for photography, continue to add to the firm's photo image library.
- All members of the firm are expected to participate in our Global Citizenship program.
- Perform other duties as assigned.



QUALIFICATIONS

REQUIRED SKILLS

- Excellent supervisory skills.
- Must be team player/leader and be able to supervise multiple people on multiple projects under tight deadlines.
- Ability to organize and prioritize workload efficiently and effectively.
- Strong design skills
- Strong presentation skills.
- Excellent client management and negotiating skills. This includes presenting information clearly and concisely, listening actively, and maintaining a professional demeanor with clients, vendors, and colleagues.
- Understanding of current design and production methods, both print and electronic. Online digital experience is a must.
- Mastery of software applications such as Adobe Creative Suite, Word, and PowerPoint. Knowledge of HTML is a plus.
- Ability to work in both PC and MAC environments.
- Interest and curiosity in emerging digital media.

EDUCATION, CERTIFICATIONS, AND/OR EXPERIENCE

- BFA/college or design program is preferred.
- At least seven (7)+ years at a design firm, agency, or in-house design department. Experience with law firms and professional services firms is a plus.
- Link to online portfolio required.

HOURS

Core hours are Monday through Friday, 9:00 a.m. to 6:00 p.m., including one hour for lunch. Must be flexible to work additional hours.

This job description sets forth the authorities and responsibilities of this position and may be changed from time to time as shall be determined.

Hogan Lovells is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, age, national origin, disability, sexual orientation, gender identity or expression, marital status, genetic information or protected veteran status.