

# Element Agency is hiring an: ART DIRECTOR

TO APPLY: please send a cover letter, resume and portfolio to: [jobs@elementagency.us](mailto:jobs@elementagency.us).

## REPORTS TO:

Design Director,  
Managing Partner

## EMPLOYMENT TYPE:

Full Time, with Part Time/  
Flex Schedule Options  
Available

## ABOUT ELEMENT:

**Established in 2015, Element is an award-winning creative agency specializing in branding, content production, and digital marketing.**

Our expertise in design, communication, and human behavior makes us a go-to firm for creative strategy and immersive storytelling work.

We are a passionate group of problem-solvers. You'll find us to be open, honest, and collaborative: we see our clients as partners in creating the most effective and exciting work. Together, we transform big ideas into brand stories and campaigns that reach, resonate, and move the audience to action.

## JOB DESCRIPTION

**Element is a collaborative, non-traditional, boutique creative agency. We work hard to ensure Element is a fun, healthy, and awesome place to work. As the Art Director, you play a critical role in ensuring client and agency success. You bring a unique blend of creative and design skills to the Element team, helping to drive the agency forward by crafting strong client solutions. The Art Director's position is tailored to your individual creative strengths, within and beyond graphic design.**

As the Art Director you are critical to the Create phase of Element work, while bringing strong conceptual thinking as a curious and helpful team member in the Discover, Develop, and Transform phases. You are responsible for crafting custom-tailored design solutions for clients. The ideal Art Director has a natural eye for design, an ability to connect with a variety of audiences, and strong organizational skills. You build instant trust and your 'can do' attitude is infectious. You possess a strong work ethic, are a team player, problem solver, and have excellent verbal and written communication skills.

## DUTIES, RESPONSIBILITIES, AND OBJECTIVES

- Produce fresh, innovative work that translates complex ideas into compelling print materials and digital experiences for visually sophisticated audiences
- Work with a team of graphic designers, copywriters, social media experts, photographers/videographers, and project managers in the strategic development of messages and deliverables
- Responsibly manage your workflow and other resources with the help of the team
- Work to ensure internal and client deadlines are met and managed with a low-stress environment
- Conduct brainstorming sessions with client relations and creative team, maintaining strategic and creative thinking to develop innovative and actionable creative initiatives in a fiscally responsible manner

- Review and approve art and copy developed by the team, ensuring deliverables that effectively address marketing goals and challenges
- Present final concepts and obtain approvals for deliverables
- Participate in team development and growth
- Bring enthusiasm and vision to Element creative

## KEY SKILLS & QUALIFICATIONS

- Education: BA/BS Bachelor's Degree in Design, Graphic Design, Marketing, Advertising, or Communications, and a minimum of four (4) years of relevant experience, two (2) years of graphic design experience
  - **OR:** 6 years total minimum relevant experience, including but not limited to: working as a freelance graphic designer, as an in-house designer, or in a marketing or advertising agency doing design work.
- Advanced proficiency in Adobe Illustrator, Photoshop, and InDesign
- Comfortable creating and formatting documents for print and digital applications. Skills that are an added bonus are: Experience with Adobe XD, experience with Adobe After Effects/motion-graphics experience, familiarity with Wix, Squarespace, and Wordpress
- Full awareness of creative processes and techniques, including digital platforms
- Demonstrated passion and experience in branding and campaign work, from concept to execution
- Strategic thinking and a strong understanding of all components of an integrated brand/marketing agency
- Demonstrated strong problem solving skills
- Strong experience with copywriting, design, or production
- Strong project management experience, with a focus on creative direction
- Understanding and past experience creating integrated content across all marketing channels from digital, social media, paid media, mobile, in-person experience, and print
- Understanding and past experience working with print vendors on the production of a variety of printed projects, such as reports, signage, packaging, etc
- Strong creative vision with an understanding of business objectives
- Desire to grow personally and professionally

## COMPENSATION

- Competitive salary with bonus
- Standard benefits including:
  - 15 business days (3 weeks) of annual paid time off
  - 11 paid federal holidays
  - Health insurance after 30 days of employment (employer covered with some employee contribution)
  - Flexible working hours
  - Office at The Boardroom with work from home option
  - Possible remote work option

