This position is responsible for managing the design, strategy and overall art direction for assigned periodicals and/or publications, overseeing typesetting, layout, and page production. The Managing Art Director screens, hires and oversees the work of outside vendors and freelance artists, and determines schedules to ensure that projects are completed on time. This position is also responsible for developing and administering a department budget, as well as analyzing and evaluating outside vendors.

**JOB ACCOUNTABILITIES:**

*E/M/NA % TIME

Manages design, strategy, art direction, page layout, illustration and photo selection for assigned periodicals and/or publications in accord with university editorial standards. Consults with and advises faculty and/or staff regarding visual media services.


Screens, hires and oversees work of vendors and freelance artists, designers, photographers, typesetters, etc. Determines schedules. Ensures timely completion of work.

Develops and administers department and/or specific project budgets. Provides financial projections and/or cost estimates, as needed. Provides financial status reports.

Analyzes and evaluates vendors and potential vendors on annual basis. Makes recommendations for blanket contracts. Prepares specifications for bids. Selects appropriate vendor for each project. Supervises jobs in progress and ensures vendor payment.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential: ☐ No
In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**
- Bachelor’s degree
- Combined experience/education as substitute for minimum education

**Minimum Experience:**
- 5 years
- Combined education/experience as substitute for minimum experience

**Minimum Field of Expertise:**
- Art direction and production of periodicals and publications. Demonstrated ability in editorial design. Knowledge of desktop publishing systems and specialized equipment related to periodical production is essential.

**Skills: Other:**
- Analysis
- Assessment/evaluation
- Budget control
- Budget development
- Communication -- written and oral skills
- Conceptualization and design
- Conflict resolution
- Consulting
- Counseling
- Graphic design
- Interpretation of policies/analyses/trends/etc.
- Interviewing
- Knowledge of applicable laws/policies/principles/etc.
- Marketing
- Negotiation
- Organization
- Planning
- Problem identification and resolution
- Project management
- Public relations
- Scheduling
- Staff development
- Supervisory skills
Teaching/ training

Supervises: Level:

May oversee student, temporary and/or resource workers.

SIGNATURES:

Employee: _____________________________________  Date:_____________________________

Supervisor: ____________________________________  Date:_____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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