



# BLUE DEVIL PRODUCTIONS

MUSIC // COMEDY // FILMS

## Art Director

Positions & Responsibilities for Blue Devil Productions

### Position Summary

The Art Director shall design and process all Blue Devil Productions printed materials including, but not limited to, posters, digital signage, freshman promos, banners, homecoming, large show event promotion, and other promotional avenues.

### Detailed Description:

- Manage projects working within scheduling requirements and present final layouts for approval.
- Create custom illustrations or other graphic elements.
- Process the appropriate forms and forward materials to the proper printing services needed for on or off campus printing in a timely manner.
- Work with the Web Development Director to provide pictures, files, and logos for the website.
- Help to create and ensure a cohesive BDP identity.
- Meet with necessary directors to develop and create promotional items.
- Submit and adhere to a schedule of no less than 5 weekly office hours, held in the Blue Devil Productions office.

### Beneficial Knowledge to Position:

- Illustrator & Photoshop
- Initiative
- Originality, creative thinking
- Ability to communicate with supervisors and peers
- Ability to organize, plan, and prioritize work
- Fluency of ideas, attention to detail, dependability, adaptability, flexibility