

Job Title: ASSISTANT ART DIRECTOR (Fiction Department)

Job Purpose:

To ensure the highest quality design work is produced within agreed briefs, budgets and schedules. To manage the workload of the Fiction Designer. To manage the outsourcing of freelance design projects.

Reports to: Executive Art Director

Typical Responsibilities

1. To organize and process own design projects. Including:
 - a) seeking in-house approval at agreed stages
 - b) checking proofs
 - c) managing costs
 - d) maintaining design and production schedules
2. To oversee the Fiction Designer's work so as to maintain quality and keep to schedules/budgets.
3. To work with the Executive Art Director supervising the Fiction Designer, including job development and motivation. This would include taking part with the Executive Art Director in the annual appraisal for the Fiction Designer.
4. To be responsible for briefing and supervising freelance design, ensuring work is monitored and approved to fit the demands of each cover brief. To ensure that freelancers keep to schedule, budget and quality.
5. To manage the available *additional* time of the Typesetter/Designer role (that is the time remaining after the reprint workload has been completed – approximately 60% of job).
6. Working with the Executive Art Director, to:
 - a) monitor the overall Fiction design workload across the company.
 - b) monitor the Fiction schedule and manage the timely provision of all Fiction covers and other sales material as needed for key dates.
 - c) advise on the costs of projects.
7. To present Fiction titles at the cover meeting and feedback to designers and editors. To organize the monthly cover briefing meeting, including chasing briefs and discussing brief with editors.
8. To work with the Marketing design team in order to ensure cover designs (and design assets) translate successfully into marketing and PR contexts
9. *When appropriate within the constraints of time and workload*, to deliver and manage materials for presentations/pitches.

Key Performance Indicators

Own designs, and managed staff and freelancer's designs all meet brief.

Own designs, and managed staff and freelancer's designs produced to time and within budget

Quality and consistency of design work

Appropriate use of freelancers