

# JOB OPPORTUNITY

## Vice President of Art and Publications

Location:	Santa Ana, California
Base Pay:	75,000 plus benefits, per year.
Employee Type:	Full-Time Employee
Industry:	Retail Merchandising
Job Type:	Digital Media - General Business
Required Travel:	Negligible
Relocation Covered:	No

### Description

A new start-up company in Santa Ana, California is seeking to fill a position for the Vice President of Art and Publications. The position requires strong organizational skills and a good eye for visual media. The Vice President of Art and Publications will lead a team of designers and artists whose task to develop and maintain the visual presence of the company. The candidate should be a person with a creative flair and strong skill in art. The Vice President of Art and Publications will work under the Chief Executive Officer, and collaborate with all departments for their art and design needs. Responsibilities include the supervision and management of the following areas :

- Delegation of responsibilities with your team in creation of company projects.
- Oversees the development of all company sales and promotional literature
- Supervise a team of art associates through the monitoring and evaluation their work performance
- Development of the company image & branding so that all materials reflect the company style.
- Development of the company logo, banner and impact marketing advertisements for competition
- Creation and development of the company products catalog in both printed and digital formats
- Design and creation of company business cards for all employees
- Serve on the company leadership team.
- Design and produce company name badges for business conferences and trade shows
- Design of company stationary
- Oversee the artistic components of the business plan and annual report
- Design the company chain of command diagram

### Real World Requirements:

Strong background 10 years + in visual arts and design, experience in print and digital media software. Background is marketing, sales and web design a plus. Has experience is managing a large team of employees. Can motivate employees and can meeting highly demanding deadlines. Strong interpersonal skills and an effective communicator

### Qualities:

Good eye for what looks good, very strong work ethic, honest and able to meet deadlines, willingness to put in extra time to make sure the job is done correctly.

This full time position will carry with it company medical, dental and vision benefits

For consideration, apply with your resume, cover letter and job application to Mr. Alan Gersten by the closing date.

### Application Information

Contact:	Alan Gersten
Closes:	Monday, September 19, 2016
Interviews:	TBA

# JOB OPPORTUNITY

## Art & Publications Associate

Location:	Santa Ana, California
Base Pay:	\$24,000.00 -30,000.00 per year
Employee Type:	Full-Time Employee
Industry:	Retail Merchandising
Job Type:	Design - General Business
Required Education:	N/A
Required Experience:	N/A
Required Travel:	Negligible
Relocation Covered:	No

### Description

This entry level position will serve to support the Vice President of Art & Publications in all aspects of their job. You will be responsible to support the development of assigned area within the art department. Projects could include:

- Development of the company logo, banner and impact marketing advertisements.
- Creation and development of the company products catalog.
- Design and creation of company business cards and name tags.
- Support the development of all company sales and promotional literature
- Support the Vice President in all department tasks.

### Real World Requirements:

MicroSoft Office (Word, Excel, PowerPoint), InDesign, Photoshop, Adobe Illustrator or any other Desktop Publishing experience a plus, Dreamweaver or web design experience. Candidates should have a work history with a strong emphasis on graphic design.

**It is encouraged to bring samples of your art and design in a portfolio to the interview.**

This full time position will carry with it company medical, dental and vision benefits

For consideration, apply with your resume, cover letter and job application to Mr. Alan Gersten by the closing date.

### Application Information

Contact: Alan Gersten  
Closes: Monday, September 19, 2016  
Interviews: TBA