



PERSON SPECIFICATION

Job Title: Ad Production Manager - Magazines
Location: Norwich

ESSENTIAL CRITERIA

Experience

- Managing a creative design environment, minimum 12 months
- Worked in a deadline driven business
- Dealing with internal and external customers
- Organising workloads to achieve deadlines
- In problem solving and decision making
- Working under pressure

Knowledge and Skills

- Must be fully conversant with Quark or Indesign
- Must be fully conversant with Photoshop
- Having a working knowledge of Dreamweaver and Adobe Flash preferable
- Good verbal and written communication skills
- Must demonstrate and understand the importance of creativity and design
- High level of understanding of the technical aspects of magazine/newspaper production

Work related attributes, qualities and competencies

- Strong leadership skills
- Strong planning and organisational skills
- People management skills
- Excellent communication skills
- The ability to motivate a team
- Energy and resilience
- Initiative
- Team working
- Problem solving skills
- Flexible approach to ensure that tasks are completed by deadline
- Receptive to change