

# Creative Director

---

## Job Description:

As Creative Director, you will work with the design team to produce the creative content for TEDxUofT. Your role will be to shape the overall aesthetic of the upcoming conference, directing layout, design, and colour choices, determining and monitoring production schedules, and providing work direction to designers.

## Essential Duties and Responsibilities:

- Leading the design team, including setting deadlines and assigning work;
- Directing the creative approach to the conference;
- Reviewing final layouts and suggesting improvements if required;
- Working with the social media team and web developer wherever relevant;
- Attend and participate in team meetings.

## Qualifications:

- Excellent time management skills;
- Good communicator;
- Good teamwork skills;
- Critical about own work;
- Productive and fast worker;
- Creatively driven;
- Experience with Adobe Creative Suite is required.

## How to apply:

Please fill out the **TEDxUofT hiring form** [here](#) and email your cover letter, résumé, and portfolio to [applications@tedxuoft.com](mailto:applications@tedxuoft.com) by **June 30th, 2017**. Indicate the role you are applying for in the subject field.