

Associate Creative Director at Evolve Collaborative

Job Type: Full-time

Location: Portland, OR

Pay: \$95,000 - \$120,000 depending on experience

Let's make something meaningful...

We're seeking a leader with a blend of creative thinking and organizational skills. Our Associate Creative Directors (ACDs) work collaboratively across teams and on multiple dynamic projects to bring our clients and - most importantly - their customers' voices, stories and ideas to life. An ACD works in unison with the Creative Director to lead programs and build long-lasting relationships with our clients. Early alignment, clear communication and timely check-ins are essential to a strong and productive relationship and project outcome.

We are a collaborative agency by design, which creates an ideal environment for you to leverage your existing skills and experience on a range of projects while working alongside some of the best creative professionals in the industry. The ACD role at Evolve is a step towards a full CD position.

Expectations

Lead the creative process

We work with a range of clients across various industries. An ACD is expected to:

- Plan, design, and lead complex service/strategy-style programs
- Develop and facilitate creative workshops
- Plan, design, and execute complex qualitative research projects
- Have strong presentation/storytelling skills
- Push the team while keeping an eye on quality — we pride ourselves on being an A team and delivering outstanding work to all of our clients

Cultivate client relationships

- Build and develop strong client relationships and manage day-to-day client servicing
- Co-develop and present proposals (including compelling POVs)
- Help clients and the team feel confident that we are moving in the right direction
- Communicate with appropriate tone, craft and delivery

Bring a fresh perspective

- Add new skills and capabilities to our team — entrepreneurial thinking, business savvy, or technical know-how are skill sets that would greatly enhance our team and deliver additional value to our clients

Demonstrate accountability, ownership, perspective and leadership

- Lead by doing - build trust in yourself and your process
- Inspire progress and motivate the team
- Escalate issues where necessary to higher leadership

Keep projects in motion

- Align early with the CD on the approach and timeline
- Set clear goals and tasks for the team
- Ensure the team knows the plan and what you expect of them
- Know when to use team meetings to generate solutions vs. when to look for specific feedback on directions
- Know when a meeting isn't needed
- Determine the right time to share options vs. when to suggest a single solution or recommendation

Work smart, not hard

- Build your intuition for finding the 'right solution'
- Collaborate with peers to expedite the work process and amplify outcomes
- Spend time getting the concept, solution or approach to the 'right' level before sharing
- Bring the right people together at the right time to build and maintain momentum on projects

Take ownership and accountability for your personal development

- Set challenging - but reasonable — goals and show us how you will achieve them
- Develop tools and methods to share your progress and find new areas for development

Become an Evolve thought leader

- Attend local events, build relationships within the community
- Participate in education or community events
- Develop and produce events that benefit the community, with our support

Be a mentor

At Evolve, we believe that each person has value and brings their unique perspectives, experiences and wisdom with them to work. We view mentorship as collaborative, not hierarchical, and mentors have an important role in adding to and enhancing our company culture.

- Mentor junior and senior staff to build accountability and leadership skills
- Work side-by-side with senior staff to help them realize the next step in their career

Lead by example & live our values

- Offer help to others when you see they are overwhelmed
- Demonstrate how our values are realized to others
- Keep leadership honest, let us know when we need to address or clarify issues or communications
- Inspire team members and clients and help all of us to evolve :)

What We're Looking For

Education

- BA or MA in Interaction Design, Communication Design, Industrial Design, or equivalent

Experience

- 6+ experience, currently working as a senior designer or associate creative director
- An understanding for the value of design and brand within a business context
- Ability to anticipate needs, problem solve, and prioritize multiple tasks and activities in a creative but deadline-driven environment
- Strong verbal, written, and visual presentation skills
- Ability to communicate effectively with others at all levels

Technical Skills

- Ability to build compelling (visual and verbal) presentations (Keynote, Powerpoint, Google Slides)
- Highly proficient writing skills and the ability to explain complex systems and approaches
- Ability to visualize and define the structure and flow for complex services and product systems
- Create documentation (i.e. experience guidelines, blueprints, etc) to support product and service development
- Experience in planning and executing qualitative research (i.e. facilitation, management, etc)
- Techniques to evaluate and understand qualitative research results
- Experience working with web-based quantitative research platforms (Qualtrics, SurveyMonkey, etc)
- Highly proficient across the Adobe Suite
- Experience working with web or mobile based technologies are a plus (coding skills in HTML, CSS, JavaScript, Android Studio, XCode, etc.)
- Ability to build mockups and prototypes across digital and physical tools is a plus (Sketch, AE, Rhino, etc)

To apply all potential candidates must submit

- A current resume (CV)
- A cover letter that describes your goals for your proposed position
- An online portfolio demonstrating your process and experience, including work samples or case studies

Apply via email at: work@evolvecollab.com

Working at Evolve

We believe in finding your true work / life balance, and we don't expect our team to be working late every night. We are a friendly, laid back group, we love to share food with each other, listen to each others favorite music in the studio (we have a no headphones policy :)) and sometimes escape to the coast for a cheeky beach day. We regularly set aside time to close our laptops, hang out with each other, share experiences, and say cheers to a job well done.

Benefits

- Competitive salary
- Healthcare
- Short term, long term disability coverage
- Retirement benefits - 401(k)
- 20 days PTO per year plus public holidays
- Holiday closure in December
- Paid leave (paternity, parental, bereavement, etc)
- Paid sabbaticals after 5 and 10 years on the team

Professional Development Opportunities

- Attending conferences/ learning events/ trade shows
- Training opportunities for career development