



Scooter Creative Pty Ltd
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Senior Finished Artist Position Description

Reporting to: Production Manager

Primary Purpose

Make certain that every artwork project is completed within the established timelines and adheres to creative standards. Collaborate closely with designers and directors. The role of a finished artist demands outstanding attention to detail, along with the capability to transform creative layouts into finished artwork, prepared for both production and digital-ready states. This position emphasises technical precision in addition to creative proficiency.

Responsibilities or Duties

Summary of duties include, but are not limited to, the below:

- Refining and preparing for print advertising and marketing material such as catalogues, point of sale, packaging, and press advertising in line with brand requirements
- Enhancing and readying digital assets for distribution to creative partners and our clients. This includes digital advertising, social media assets, and various brand collateral and elements.
- Create/finish artwork and material as briefed by the designers to a print-ready standard
- Contour, retouch, and colour-correct images
- Perform image retouching tasks at different levels of complexity.
- Ad hoc tasks for the account service team
- Ensuring proper typography, layout, and visual hierarchy in all finished artwork
- Implementing design enhancements based on creative feedback
- Adapting to evolving design requirements and incorporating changes as needed

Job requirements

- Experience in desktop publishing/page layout in InDesign, Illustrator and PowerPoint
- High level of understanding of printing and pre-press
- Attention to detail with an eye for great design
- Ability to prioritise and organise workload within tight deadlines, using problem solving skills
- 7+ years relevant agency experience
- Strong interpersonal skills
- Capability to function effectively in a dynamic and collaborative team setting
- Formal design qualifications an advantage
- Familiar with the Mac environment, including basic troubleshooting skills
- Interest in photography and retouching skills
- Keen interest in personal growth and upskilling
- Must be able to work in Adobe InDesign, Photoshop, Illustrator and Acrobat

SCOOTER

Administration

- Maintain up-to-date server filing and documentation to provide a clear history of a client's job and facilitate access by others.
- Adept at managing timesheets with precision, documenting flow structures, tasks, and project milestones promptly and accurately
- Upon concluding tasks, the responsibility includes packing files, archiving them on the server, and consistently managing a well-organised job folder

Qualifications, Skills and Experience required for the role

- Finished art background is essential
- Excellent understanding of the Adobe Creative Suite and Mac OS
- Very strong attention to detail
- Excellent organisational and project management skills
- Adaptable and flexible with changes in decisions and procedures
- Ability to anticipate and quickly absorb new information
- Outstanding time management skills
- Self-motivated and proactive

Bonus points

- Experience with web application Figma
- Understanding of HTML / EDM design layouts
- After Effects for basic animation and editing
- Microsoft PowerPoint
- Microsoft Word
- Microsoft Excel

Cultural Alignment

- Enjoyment (work, life balance flexibility, culture)
- Integrity (honest, ethical, trusting and fair)
- Collaborative (internally and externally)