



enesco.

## JOB DESCRIPTION

Job Title: Creative Digital Production Manager  
Department: Creative Services  
Reports to: Vice President of Creative Services  
Revision Date: 2010

### Definition of Enesco's business:

Enesco, LLC, is a global leader in the giftware and home and garden décor industries. Serving more than 44,000 customers worldwide, Enesco distributes products to a wide variety of specialty card and gift retailers, home décor boutiques, mass-market chains and direct mail retailers. With subsidiaries in the United Kingdom, France, Canada and Hong Kong, Enesco serves markets operating in Europe, the Americas, Australia and Asia. The company's product lines include some of the world's most recognized brands including Heartwood Creek® by Jim Shore, Foundations®, Our Name is Mud®, Gund®, Boyds®, Country Artists®, Walt Disney Classics Collection®, Disney Traditions™, Border Fine Arts™, Cherished Teddies®, Trail of Painted Ponies® and Lilliput Lane®, among others. Further information is available on the company's Web site at [www.enesco.com](http://www.enesco.com).

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### Position Summary:

This role is responsible for the managing the process for creative development of engaging and memorable online and printed catalog content.

### Essential Functions/Major Responsibilities:

- Develop a solid project management process for delivering world-class digital content on time and on budget
- Manage development of in-house or external production team.
- Manage photography production staff (internal and external) to produce, shoot, edit.
- Responsible for maintaining, updating and constantly improving our online catalog.
- Ensure the integrity of the online systems and information through implementation and maintenance of established system management practices, processes and controls
- Coordinate and monitor the production of all online content and assets, diving into development & content management as needed
- Remain current with the latest digital trends and technology to keep Enesco's online presence competitive in the online world.
- This individual will develop timelines, schedules and processes for streamlining the production of digital content, for online and printed catalogs.

- Technical skills to direct and collaborate with both in-house and external online graphic artists, photographers, video editors & web developers, guiding them from conception through to final product.
- Support internal clients, including marketing, sales, and senior management.
- Work closely with the IT organization to develop solutions that are robust, fit into the current architecture and leverage data assets that are necessary to tell the best story online.

#### Experience, Competencies, and Education:

- 5-8+ years of digital production experience
- Bachelor's degree in related field
- Strong background working with enterprise-class Web content management systems.
- Deep knowledge of Adobe Creative Suite and user-experience design
- General understanding in the areas of application programming, database and system design.
- Understanding of Internet, Intranet, Extranet and client/server architectures.
- Strong project management skills and keen understanding of website development process
- Understanding of creative development and design process
- Familiarity/experience with photo production
- Familiarity/experience with email marketing
- Proactive, independent, tenacious strong work ethic
- Solid time management, planning and organization skills
- Manage all production aspects of all jobs that are handed-off from art directors/designers into production
- Manage the organization of final hi-res production files
- Maintain and improve the agency file management process and procedures
- Check all layout specs including dies, bleed, trim, marks, high-res imagery, color model, job slugs and file management
- Work with print producers to ensure files are posted properly and on time

#### Compensation and Benefits:

The company will offer a highly competitive compensation and benefits package.

#### Physical Demands & Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Light physical effort equal to frequent lifting or moving of lightweight materials.

- Regularly required to sit or stand, bend and reach.

Qualified candidates may apply via email to [resume@enesco.com](mailto:resume@enesco.com).