

## Art Coordinator Interview Questions

1. Tell me about how you formulate basic layout design or presentation approach and specify material details, such as style and size of type, photographs, graphics, animation, video, and sound.

2. Walk me through how you confer with creative, art, copywriting, or production department heads to discuss client requirements and presentation concepts and to coordinate creative activities.

3. What kind of experience do you have reviewing and approving art materials, copy materials, and proofs of printed copy developed by staff members?

4. Explain what methods you use to manage own accounts and projects, working within budget and scheduling requirements.

5. Tell me about the last time you researched current trends and new technology, such as printing production techniques, computer software, and design trends. Did you discover something new?

6. Describe an experience when you conferred with clients to determine objectives, budget, background information, and presentation approaches, styles, and techniques.

7. Name a time when you presented final layouts to clients for approval. What did you learn?

8. Share an experience you had in dealing with a difficult person and how you handled the situation.

9. Tell me how you organize, plan, and prioritize your work.

10. Give me an example of when you thought outside of the box. How did it help your employer?