

**Title of Position:** Assistant Artist, CAD  
**Department:** Chico's CAD Studio  
**Reports To:** Manager, CAD Artists

**POSITION OBJECTIVE:**

Work closely with CAD Manager, CAD Artists and CAD Designers assisting with the general needs of the Studio. Understand and learn the processes within the area.

**FUNCTIONAL RESPONSIBILITIES:**

- Support the Creative Design and Cad Studio team through assigned responsibilities and tasks.
- Assist team in maintaining organization of the retail sample racks, print and pattern library.
- Assist with logging in purchased art and samples by season.
- Managing multiple tasks at once including trend related tasks, data and photo entry, organizational and clerical tasks, and special creative projects.
- Assist in special projects in creating new ideas for mini bodies and prints.
- Assist in the research for trends on internet or through magazines. Scan in swipes and prepare them for CAD Artist and Designers.
- Scan in print and pattern once it is purchased and scan in hand painted art by CAD Artist.
- Update purchased samples and purchased print and pattern book with color print-outs.
- Will be trained on future software in CAD for recolor and print layouts.

**COMPETENCIES:**

- **Problem Solving:** Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.
- **Dealing with Ambiguity:** Can effectively cope with change; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; doesn't have to finish things before moving on; can comfortably handle risk and uncertainty.
- **Creativity:** Comes up with a lot of new and unique ideas; easily makes connections among previously unrelated notions; tends to be seen as original and value-added in brainstorming settings.
- **Informing:** Provides the information people need to know to do their jobs and to feel good about being a member of the team, unit, and/or the organization; provides individuals information so that they can make accurate decisions; is timely with information.
- **Conflict Management:** Steps up to conflicts, seeing them as opportunities; reads situations quickly; good at focused listening; can hammer out tough agreements and settle disputes equitably; can find common ground and get cooperation with minimum noise
- **Drive for Results:** Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.
- **Organizational Agility:** Knowledgeable about how organizations work; knows how to get things done both through formal channels and the informal network; understands the origin and reasoning behind key policies, practices, and procedures; understands the cultures of organizations.

- **Presentation Skills:** Is effective in a variety of formal presentation settings: one-on-one, small and large groups, with peers, direct reports, and bosses; is effective both inside and outside the organization, on both cool data and hot and controversial topics; commands attention and can manage group process during the presentation; can change tactics midstream when something isn't working.
- **Customer Focus:** Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
- **Building Effective Teams:** Blends people into teams when needed; creates strong morale and spirit in his/her team; shares wins and successes; fosters open dialogue; lets people finish and be responsible for their work; defines success in terms of the whole team; creates a feeling of belonging in the team.

**QUALIFICATIONS:**

- 1-2 years experience
- Experience on Photoshop/Illustrator
- Detail oriented
- Self motivated
- Excellent organizational skills
- Excellent communication skills, both written and verbal