

## GRAPHICS ASSISTANT (50%)

### CLASS DESCRIPTION

#### General Responsibilities:

This is a professional graphics arts support position that involves researching, requesting and organizing materials; maintaining photo database and archiving; and typesetting, editing and proofing various print and electronic materials. The work also involves producing promotional and program related materials. Work is performed under the general direction of the work area supervisor or manager in cooperation with the graphic design team.

#### Examples of Duties and Responsibilities:

Organize and maintain information and resources for graphics and marketing activities. Enter text and images into electronic media storage; maintain data base of resources for current activities and for archival purposes. Resize and reformat photos. Use graphics programs to rework existing designs and occasionally produce materials such as self-mailers, flyers, brochures and study guides to coordinate with the agency's existing design style. Independently plan and execute multiple projects simultaneously. coordinate and implement poster and flyer imprinting.

### QUALIFICATIONS

#### Knowledge, Skills and Abilities:

Strong organizational skills. Working knowledge of photo archiving software such as Extensis Portfolio. Working knowledge of graphic design and current computer-based graphic design software including QuarkXPress, Illustrator, and Photoshop. Knowledge of print production, media and direct marketing. Knowledge of other office software for word processing, spreadsheet and data management. Ability to execute graphic designs within communication goals. Ability to manage multiple projects and tasks. Ability to work independently, exercise great attention to detail, and establish priorities to meet tight deadlines. Ability to accurately make requested copy and design changes. Ability to communicate effectively both in writing and orally. Ability to maintain adequate attendance.

#### Training and Experience:

A minimum of one year of responsible professional experience in advertising, graphic design, communications or related field is required. Such experience would normally be gained after graduation from a two-year technical college or a four-year college or university. Other combinations of training and/or experience which can be demonstrated to result in possession of the knowledge, skills and abilities necessary to perform the duties of the position will also be considered.

Department/Division	Comp. Group	Range
Overture Center	20	09