Communications Job Function

Graphic Designer
Grade 55

Summary
Directly responsible for the overall design and illustrative/graphic /visuals for use in exhibition display or department/ school publications, scholarly work and professional journal. Serves as principle coordinator for graphic publication production while managing to a prescribed budget. Works collaboratively with the department head and/or contributing authors to realize a final product.

Typical Duties

1. Coordinates all administrative aspects of production, including preparing final designs for presentation, checking and approving color, copy, text format separations, and scaling images for print production. Ensures that all parties are informed of and meet deadlines.

2. Prepares layouts, designs, art work and formats for use in publication and /or exhibition design;

3. Layout and scale photos, marking them for proper screen values for print reproduction;

4. Designs, lays out, and produces artwork such as graphs, maps, charts, posters, signs and report covers;

5. Organizes copy flow and maintains database/bibliographic/archival retrieval system of all references used in creation of published materials;

6. May manage budget, including invoicing, tracking project expenditures and assisting in budget development by summarizing, researching and analyzing past project expenditures;

7. May coordinate relationship with vendors; preparing specifications and obtaining estimates for final approval;

8. May handle copyright, reprint, and permission processes;

9. May provide information to faculty, students and staff regarding design of publication;

10. Oversees and trains graphic assistants;

11. Performs related duties as required.

Typical Requirements
Education: College degree in Fine Arts preferred or an equivalent of education plus experience.

Skills and Experience: Five or more years of graphic arts and publications experience with proven project management skills. Strong working knowledge of printing, publishing and/or graphics art procedures and related computer software. May require experience managing to a budget and the ability to work with a variety of projects and vendors. May request portfolio of past work.

Other [HUCTW generic job descriptions](#) can be found in HARVie's Union Contracts section.