UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Artist (Graphic Design)

DIVISION: University Advancement (Publications)

REPORTS TO: Assistant Director for Design Services

GRADE: 10

SUPERVISES: Support staff

BASIC FUNCTION:

The graphic designer works in an advanced Macintosh-based desktop publishing environment, and is responsible for visual concepts, design formats, planning and technical production of all levels of publications produced for the University. Publications, both for print and online media, include: recruitment, alumni, fund-raising, and promotional publications; periodicals; and special events and specialty pieces such as posters, programs and advertisements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Works with the Assistant Director for Design in the planning and implementation of design concepts and programs for official University publications. Uses aesthetic knowledge of visual design for communications to coordinate elements of text, typography, page layout, color, photography, and graphics into a complete visual presentation.

Works with editors, photographer, and clients on concept development, manuscript preparation, budgetary, and scheduling guidelines and collection of supplemental photographic and line-art graphics.

Prepares precise bidding specifications for production, including run size, format, paper stock, binding, inks, prepress requirements and proofs. Contacts and consults with printers, paper distributors, and other graphic service representatives. Ensures that publications are designed to conform to U.S. postal regulations.

Responsible for all phases of technical production resulting in complete film-ready disk files. Operates peripheral hardware and software (scanners, printers, storage devices) utilizing Photoshop, Freehand, and other software to create and manipulate graphics and digital images for high-resolution output.
OTHER DUTIES AND RESPONSIBILITIES:

Serve as campus resource person and consultant on visual design and reproduction techniques for University work not produced through the Publications Office.

Keeps written records of production information and maintains archival back-up of job-related electronic files.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Macintosh personal computers, printers, page layout, and word processing software. Graphic arts scanners and associated equipment.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Bachelor's degree in graphic design or related field from an accredited college or university required, as is a minimum of three years' full-time professional publications design experience, preferably in a university setting. The following are required: advanced experience with Macintosh computer desktop publishing graphics and layout applications, including PageMaker, Freehand, Photoshop; proven aesthetic sense of visual design; comprehensive working knowledge of typographic techniques, color separation, prepress, and offset printing processes; demonstrated experience with all phases of technical production resulting in complete film-ready disk files, including experience with traditional and digital photographic imaging, scanning, and image manipulation for high-resolution grayscale and color output; experience with Web-authoring software, downloading images and files from the Internet, and manipulating graphics for incorporation into Web sites; demonstrated ability to work with other designers, editors, photographers, printers, and a variety of clients; ability to juggle multiple projects and meet deadlines; ability to communicate effectively both verbally and in writing; strong interpersonal skills. Experience with Userland Frontier and Adobe GoLive highly desirable.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.