

Class Code:.....0139
Position #: (PTAA).... (E)
Developed by:KR.....
Reviewed by:RK,LP,MP,DLJ
Approved by:LK.....
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Artist (Graphic Design)

DIVISION: President (External Relations and Communications;
Publications)

REPORTS TO: Assistant Director, Publications and Creative Services

GRADE: 10

SUPERVISES: Support staff

BASIC FUNCTION:

Work in an advanced Macintosh-based desktop publishing environment and perform visual concepts, design formats, planning and technical production of all levels of publications produced for the University. Publications, adapted 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. Assist in maintaining related Web content and producing related e-communications.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Work with the Assistant Director in the planning and implementation of design concepts and programs for official University print publications, and in the planning and development of website content. Repurpose print publications for web use. Use aesthetic knowledge of visual design for communications to coordinate elements of text, typography, page layout, color, photography, and graphics into a complete visual presentation.

Collaborate with editors, photographer, and clients on concept development, manuscript preparation, budgetary, and scheduling guidelines and collection of supplemental photographic and vector graphics.

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

Perform all phases of technical production resulting in complete press-ready files. Operate peripheral hardware and software (scanners, printers, storage devices). Utilize Adobe Creative Cloud suite of programs and other software to create and manipulate graphics and digital images for high-resolution output.

OTHER DUTIES AND RESPONSIBILITIES:

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

Keep 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, word processing software, Graphic arts scanners and associated equipment; Adobe Creative Cloud software; WordPress and HTML.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in graphic design or related field from an accredited college or university; Minimum of three years' full-time professional publications design experience; Demonstrated experience with Macintosh computer desktop publishing graphics and layout applications (such as Adobe Creative Cloud software); Demonstrated aesthetic sense of visual design; Demonstrated knowledge of typographic techniques and color separation; Demonstrated knowledge of prepress and offset printing processes; Demonstrated experience with the technical production of complete press-ready files; Demonstrated experience with traditional and digital photographic imaging; Demonstrated experience with traditional and digital photographic scanning and image manipulation for high-resolution grayscale and color output; Demonstrated experience with Web-authoring software (such as Wordpress) and HTML coding; Demonstrated ability to work with other designers, editors, photographers, printers, and clients; Demonstrated ability to manage multiple projects and to meet deadlines; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Minimum of three years' full-time professional publications design experience, preferably in a university setting.

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