

Graphic Designer

JOB SUMMARY:

To design art and copy layouts for visual communications media. Studies graphic elements, determines size and arrangement of graphics and copy, selects type, arranges layout, draws samples, and prepares instructions for printers and assemblers.

JOB TYPE:

Position could be appropriate for a part-time role, paid internship or full-time opportunity.



POSSIBLE FUNCTIONS:

1. Receives project assignment from art director including parameters agreed on with customer or editor.
2. Designs art and copy layout to carry out concepts of project.
3. Selects graphics and clip art as appropriate—may augment this with simple drawings. May get permission to use outside artist as needed.
4. Selects font and lays out sample section of project for approval by art director and customer.
5. Makes revisions as necessary. Completes design work and sends sample to editorial services department for preparation. Reviews proofs. May consult with art director at this point depending on complexity of project.
6. Returns the copy to editorial services for corrections. Reviews corrected project and submits it to art director and/or editor for final approval.
7. After approval is received as required, prepares print order and instructions to assemblers.
8. Keeps record of time spent on project for costing or billing purposes.

SUGGESTED EDUCATION, EXPERIENCE, AND SKILLS:

1. Education: Degree in graphic design, art, or related field.
2. Skills: Careful attention to detail; ability to work independently within scope of assignment or cooperatively as member of a team; visual acuity (with correction) sufficient to make artistic judgments about layout and design; manual dexterity to operate computer or make manual sketches and drawings as required.