

GRAPHIC ARTIST I

NATURE OF WORK

This is artistic and technical work of a drafting and illustration nature requiring the preparation, design and illustration of information, plans, data, themes and miscellaneous subject matter in graphic and/or pictorial form for inclusion or incorporation in displays, exhibits or for reproduction.

Work requires the use of standard drawing equipment in the performance of standard tasks which include the design, layout, organization and sketching of materials for printed, motion picture or television reproduction. The work is performed according to established practices and techniques and requires some initiative and judgement in such matters as selecting, placing and accentuating detail or in identifying problems. Critical details of work may be checked while in progress. However, the responsibility exists for technical accuracy and/or artistic quality. Work may also include the performance of administrative support and related duties. Completed work is reviewed for quality, print-ability and satisfactory end results by a superior.

ILLUSTRATIVE EXAMPLES OF WORK

Designs and finishes work necessary for the preparation of arts and graphic pieces for reproduction in print, motion picture or by television, including illustration, models slide material, emblems, brochures, graphs, pamphlets, forms.

Draws designs, sketches, graphs and illustrations using freehand, lettering guides, screening or colour overlay.

Lays out and assembles bulletins, displays and pamphlets.

Designs standard graphics and art materials for television programs.

Assists in set and studio scenery design and layout.

Proofreads written and graphic materials before printing or photographing.

May be required to maintain a record of job assignments, and a small stock of supplies; prepares monthly productivity reports.

Performs related work as required.

REQUIREMENTS OF WORK

Experience in commercial or graphic arts work; graduation from high school supplemented by courses in graphic arts; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Knowledge of art, as related to printing, reproduction and graphic displays.
Some knowledge of common printing and photographic equipment.

Some knowledge of layout, reproduction, assembly, binding and distribution techniques for booklets, pamphlets and other printed matter.

Some knowledge of graphics as it relates to the television and motion picture media.

Ability including the imagination and creativity to plan and design graphic art pieces.

Skill in drafting, drawing, lettering and preparing materials for reproduction.

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Confirmed: 2004.01 05