

Position Description

Job Title: Jr. Designer

Job Grade: 7

Department: Design

Reports To: Art Director

Revision Date: 5/16/22

Status: Hourly

Position Summary

Create engaging designs for marketing department and SchoolArts magazine. Focus on social media designs, and digital and print designs under the supervision of the Art Director.

Position Essential Functions

- Understanding of design, marketing, and branding.
- Stay up to date with industry trends
- Collaborate with Art Director and other team members to brainstorm ideas and strategies for promotional campaigns
- Conceptualize a host of ideas and present ideas to team
- Review all designs to ensure accurate and high-quality work.
- Gather information and materials needed from designated individuals to accomplish tasks.
- Becomes familiar with brand guidelines, images, components, and overall brand identity
- Produce attractive and effective designs for a variety of media
- Design page layouts for SchoolArts magazine
- Create print and digital ads, flyers, and brochures for Davis products
- Prepare files for the printer or for digital presentation
- Edit/color-correct photos in Photoshop
- Understanding/knowledge of social media platforms (Facebook, Twitter, Instagram) and the style and format needed for posts to be successful
- Able to see projects through from inception to production
- Able to listen to feedback and use it to improve
- Provide feedback on ideas to other members on the team

Hiring Requirements

- Must be proficient in InDesign
- Working knowledge of Photoshop and Illustrator.
- Working knowledge of Microsoft Word and PowerPoint.
- Experience designing social media posts (Facebook, Twitter, and Instagram)
- Experience working in a professional environment
- Computer fluency in Mac

Competencies

- Creative
- Detail-oriented
- Interpersonal Skills (written and oral)
- Time-management skills
- Highly organized
- Able to multitask

Position Title: Art Director				
Physical & Environmental Requirements	RARELY (15%)	OCCASIONAL (15% - 40%)	FREQUENT (40% - 70%)	CONTINUOUS (Over 70%)
Lifting under 40 lbs.		X		
Lifting over 40 lbs.	X			
Dusty Environment	X			
Cramped Quarters	X			
Using Oil or Chemicals	X			
Standing		X		
Climbing Ladders	X			
Uneven Surfaces	X			
Exposure to Fumes/ Orders	X			
Exposure to Heat / Cold Temps	X			
Working Inside and Outside	X			
Climbing Stairs		X		
Sedentary Work			X	
Typing / Data Entry/ Computer			X	
Stooping		X		
Driving	X			
Walking		X		
Walk on Wet, Uneven, Slippery Surfaces	X			
Potential Exposure to Infectious Diseases	X			
Protective Equipment Required	X			
Phone Communications			X	
Bending		X		
Twisting Neck		X		
Bending at Waist		X		
Crawling	X			
Working in Confined Space	X			
Repetitive Movement: Hand, Arms			X	
Reaching below shoulder height	X			
Reaching above shoulder height	X			
Simple grasping 1 or both hands	X			
Repetitive movement: foot	X			
Fine manipulation 1 or both hands	X			
Kneeling	X			
Driving	X			
Hearing				X
Operating Moving Equipment (Fork Lift, Tractors, Movers, etc.)	X			
Reaching/Pulling/Pushing		X		
Acuity, Far – Clarity of vision at 20 feet or more		X		
Acuity, Near – Clarity of vision at 20 inches or less				X
Depth Perception – Three-dimensional vision. Ability to judge		X		

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distances and space relationships.				
Field of Vision – Area that can be seen up and down or to right or left while fixed on a point.	X			
Accommodation – Adjustment of eye to bring object into sharp focus- Important for near point work.				X
Color Vision – Ability to identify and distinguish colors.			X	
Communications Oral				X
Communication Written				X
Mechanical Concepts	X			
Interpreting Skills	X			
Implementing			X	
Evaluating			X	
Organizing			X	
Consulting		X		
Analyzing			X	
Presenting		X		
Supervising	X			
Ability to Deal With:				
• Stressful situations			X	
• Trauma, grief, death	X			
• Public Contact		X		
Decision Making	X			
Work with Others			X	
Work Alone			X	
Concentration			X	
Comprehend and follow instructions			X	
Relate to Others				X
Influence Others		X		
Perform complex or varied tasks			X	
Additional Comments:				