



JOB DESCRIPTION

Salary Grade: 6 CUPE 1328

Job Title:
Graphic Artist

PRIMARY FUNCTION

The primary function of this job is to provide design and set-up art services by utilizing computer software or manual means for the TCDSB.

MAIN RESPONSIBILITIES

1. Utilizes various computer programs to design and set-up projects including logos, curriculum documents, catalogues, newsletters, programmes, pamphlets, flyers, forms, overhead masters, signs, labels etc. by:
 - receiving request from department or school staff
 - obtaining setup specifications, namely such as size of paper, number of folds to paper, colour, portrait or landscape etc
 - accessing the appropriate computer software to select typesetting, positioning of lettering, line drawing, boxes, screens etc.
 - utilizing word processing to type literature requested or “copy and paste” typed literature from requestor and transferring onto work
 - using the scannerjet machine to transpose images (e.g. photographs) onto applicable computer software, reducing or enlarging image as necessary
 - revising work as indicated by requestor
 - responding to publishing deadlines and priority assignments
2. Creates set-up and design for assignments using manual methods by:
 - using art-table, T-rule, set-square, exacto-blade, glue, to align and adjust images

- using 'Clipper Art' (i.e. catalogue of pictures and images) to cut and paste onto work
 - utilizing acetate with lettering/typed literature to superimpose onto an image/picture for special effects
 - changing typesetting, background and shading
3. Provides consultation and advice to TCDSB staff on the effective use of graphic arts and subsequent printing.
 4. Provides instruction to TCDSB staff in the use of such tools as Laminator, Keyboard lettering system, Acetate binding, colour transfer machine, poster printer machine, overhead machine and button machine.
 5. Performs other duties as assigned or required.

SKILL

- 3-year College Diploma in graphic art program
- 1 – 2 years of related experience

EFFORT

- Complexity of the job rests in analyzing needs of requestor and then suggesting/utilizing creative means of illustrating the work through various software programs or other means.
- Continual visual concentration is needed to design and set-up work both through desktop and manual means. Fine manual dexterity when doing manual design and set-up or when using computer.

RESPONSIBILITY

- Independence of action in creating and designing art work within the parameters of the tools available (i.e. various software programs, manual means) and as requested by the TCDSB staff. Accountable for the quality of work produced and quantity of work provided. Advise as to alternative regarding art sources, printing, papers etc.
- Provides instruction to TCDSB staff in the use of production equipment i.e. Laminator, Keyboard, Lettering, Acetate binding, colour transfer, Poster Printer, Overhead and button machine.
- Errors in complying with technical standards, appropriateness and conforming to policy might result in loss of time and money, and affect image of the Board.
- Contacts with section staff in performance of duties. Contacts with TCDSB staff to determine needs to enable the creation of work.

WORKING CONDITIONS

- Confining work space; open office concept environment.
- Job has no control over volume of requests. Pressure and stress results from meeting deadlines and prioritize emergency requests. Stress from demand of high quality products with originality.