



OUR VISION:

To be the acknowledged leader in public assembly venue management in the region

OUR MISSION:

To enhance the livability and economic vitality of the metropolitan region through sound stewardship, expert management and creative development of the region's public assembly venues

OUR VALUES:

Respect ~ Excellence ~ Teamwork ~ Innovation ~ Community

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|------------------------------|---|-------------------------|-----------------|
| Job Title | Graphic Designer | Bargaining Unit | Non-represented |
| Functional Job Family | Sales & Marketing | Classification # | 8402 |
| FLSA | <input checked="" type="checkbox"/> Exempt – Professional, Creative <input type="checkbox"/> Non-Exempt | Salary Grade # | 322 |
| Position Status | <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time | Revision Date | May 2007 |

Classification Description:

Develop and manage graphic design projects from the initial creative conceptualization stage through to the final delivery of finished projects. Develop, create and design graphics, illustration, and photography for promotional materials. Manage and coordinate contracted services.

Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty and physical demands satisfactorily with or without a reasonable accommodation.

1. Develops and manages graphic design projects; creates original graphic design, layout, type setting, logos and illustrations for print, website, and multimedia.
2. Coordinates and manages the production of promotional materials, including prepress services and print buying.
3. Coordinates projects with contractors and vendors, such as lithographers, photographers and signage manufacturing companies; solicits and negotiates professional services contracts; submits Requests for Proposals.
4. Creates digital files in multiple formats for web distribution.
5. Manages and organizes graphic archives; categorizes and tracks various projects; provides secure storage and backup for all data.
6. Monitors print jobs project budget and advises management on budget requirements for print production; works with vendors to control cost on print projects.
7. Shoots quality photography for use in local and national advertising, web distributions, and various company publications.
8. Manages, maintains and troubleshoots multimedia workstations; selects and purchases appropriate software for print and multimedia graphics development; installs and configures Macintosh system and graphics software.

**Secondary Functions:**

1. Provides graphics, illustrations and images to show managers, exhibitors and industry partners for promotion of the facility and upcoming events; provides guidance in proper usage of facility materials including logos, maps, and photography.
2. Monitors lobbies and public spaces for inappropriate signage or out of place objects that would affect client's overall perceptions of facility.
3. Monitors back of house spaces for poorly made signage.
4. Designs and produces temporary event signage and in-house flyers.
5. Other duties which may be necessary or desirable to support the agency's success.

Supervisory Responsibilities:

This position has no supervisory responsibility but may provide leadership and guidance to volunteer staff and/or assist with orientation of new members of the work group.

Education and/or Experience; Certificates, Licenses, and Registrations:

- Bachelor's Degree in graphic design or related field, with course work in photography, and
- A minimum of four (4) years of graphic design experience, or
- An equivalent combination of education, experience and training that would provide the knowledge, skills and abilities required for the successful performance of the essential job duties.

Knowledge, Skills and Abilities:

- Principles, techniques and technologies of graphic design
- Effective visual communication techniques and design
- Exhibit design, development and construction
- Broad range of software applications used in graphic design work
- Basic project management
- Work effectively with information management systems, and adapt quickly to system changes and updates
- Coordinate and lead the work others, including consultants and contractors
- Communicate effectively, both verbally and in writing
- Set work priorities, direct, guide, and evaluate graphic design work
- Work independently and as part of a team
- Establish and maintain cooperative working relationships with all persons contacted in the course of work

Physical Demands / Work Environment:

- Majority of work is completed in a general office environment with exposure to moderate levels of noise in a well-lit, well-ventilated and moderately paced environment



- Continuously required to read computer screen; perform repetitive motions of hands and wrist; reach with hands and arms; see and/or respond to visual cues
- Rarely required to stand and/or walk for extended periods of time; hear and/or respond to verbal/audio cues; stoop, kneel, crouch or crawl; twist and/or bend; lift, push, pull and/or carry objects up to 50 pounds; exposed to fumes or airborne particles; exposed to outdoor weather conditions

“MERC believes that each employee makes a significant contribution to our overall success. That contribution should not be limited by the assigned responsibilities. Therefore, this Classification Description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent or MERC, to just the specific work identified. It is our expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of our endeavors.”

APPROVED:

MERC General Manager

Date

MERC Human Resources Manager

Date