

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Graphic Artist II
GRADE: 7
REPORTS TO: Central Staff Director

POSITION SUMMARY: This is an at-will, partisan position. The Graphic Artist II creates visual concepts using computer software to communicate ideas that inspire, inform and captivate the target audience. Responsible for developing the overall layout and production design for various publications such as newsletters, brochures, flyers, internal publications, large-format posters and other presentation visuals. The Graphic Artist II serves as a mentor for staff.

PRINCIPAL ACCOUNTABILITIES:

1. Collaborates with the communications department to translate ideas into specific graphic presentations which can include portraits, illustrations or other finished fine art techniques.
2. Uses automated and computer systems to layout and design, draw and create presentations. Produce camera ready art and perform a variety of graphic art techniques.
3. Makes preliminary selections of materials, resources, and graphic features to be used in designs.
4. Prepares markups and drafts, and estimates of time, resources, and materials needed to produce the desired products.
5. Create and provide proofs for member print requests. Coordinates all member stationery and booklet requests.
6. Coordinates all printing and mailing with LSB Printing Division and Duplicating Center.
7. Inform and enforce compliance of House and LSB printing guidelines including monitoring office printing budgets.
8. Other duties as assigned.

JOB QUALIFICATIONS: A degree in graphic design, communications, advertising and/or position related experience. Prior legislative experience and current knowledge of standard concepts, practices and procedures with the printing industry. A thorough understanding of overall website design including usability, industry standards, architecture, and navigation. Must be fluent in MacOSX and Adobe Creative Suite.