

GRAPHIC ARTS ASSISTANT
GRAPHIC ARTS ASSISTANT (Restricted)

DEFINITION

Assists in the design, layout, and production of traditional and digital artwork including pictorial and graphic forms utilizing a variety of art media and techniques.

TYPICAL DUTIES

Assists in the design and production of traditional and digital artwork using a variety of techniques and media for such items as books, pamphlets, handbooks, newsletters, brochures, webpages, slides, print and electronic advertisements, charts, graphs, maps, posters, teaching guides, certificates, filmstrips, films, and special forms.

Applies computer graphics in the production of routine artwork including soft- and hardware management.

Assists in the design, layout, and preparation of traditional and digital press ready art, and provides input on the color and technique selection for the final products.

Assists in the layout of the content of publications and provides input on how to improve and clarify the text.

Assists in the design and layout of web pages by using specialized computer applications, typographic techniques, photography and illustration.

Prepares photographs for print and/or display including scanning, retouching, sizing, cropping, laminating, and mounting.

Assists in the requisition of art supplies and equipment.

Creates routine signage using various media, styles, and sizes.

May perform routine freehand and mechanical lettering and calligraphy.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Graphic Arts Assistant** assists in the design, layout, and production of traditional and digital artwork using a variety of art media and techniques.

A **Graphic Arts Assistant (Restricted)** performs essentially the same duties as a Graphic Arts Assistant but employment in the class is restricted to mentally, physically, or developmentally disabled persons.

A **Graphic Arts Designer**, using a wide variety of art media and techniques, creates and produces artwork from rough sketches, notes, or verbal instructions with great latitude for creativity and independent judgment.

SUPERVISION

Immediate supervision is received from a Graphic Arts Designer. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

Techniques, materials, and equipment used in graphic arts design
Computer assisted design using graphic programs such as InDesign, PageMaker, Quark Xpress, Photoshop, Illustrator, and Freehand
World Wide Web and Internet environments
Design and layout tools related to web site development such as HTML, Frontpage, and Dreamweaver
Principles of color and design theories
Typography
Basic requirements and terminology for traditional and digital pre-press production
Basic techniques of high volume offset and/or digital printing methods, both sheetfed and web
Techniques related to the preparation of graphics for TV, multimedia, and video
Basic techniques of Electronic pre-press processes

Skill in:

Using and maintaining various graphic arts studio equipment
Using graphic/publishing computer systems, such as Macintosh and others

Ability to:

Produce traditional and digital artwork utilizing a variety of graphics materials and equipment
Apply creativity in the preparation of layouts, drawings, illustrations, and related graphic materials
Determine coloring techniques
Create routine artwork from scanned images, photographs, sketches and ideas
Prepare routine artwork as digital files for offset printing
Perform routine freehand and mechanical lettering and calligraphy on an as needed basis
Meet deadlines
Work effectively and cooperatively with other personnel
Learn new software applications and equipment used in the field of graphic arts design
Learn basic principles of marketing and public relations
Learn principles of copywriting and editing

ENTRANCE QUALIFICATIONS

Education and Experience:

A. An Associate degree or its equivalent from a recognized college or university with a specialization in graphic design or a closely related field.

OR

B. Graduation from high school or its equivalent **AND** two years of full-time paid experience in commercial artwork, which included one year of computer aided design.