

GRAPHIC ARTIST III**NATURE OF WORK**

This is advanced artistic and consultative work of a drafting, illustration and design nature as well as administrative work in the planning and co-ordinating of a graphic support service.

Employees of this class are responsible for planning, organizing, co-ordinating and performing a wide variety of activities in the preparation of graphics for use in motion picture and television production and/or for teaching/research support through printing and photography, including desktop publishing. This class is distinguished from the Graphic Artist II by the administrative work performed, the responsibility for co-ordinating a graphics support service including project development as well as the level of independence and initiative required. Work may also include the supervision of subordinates and/or the requirement to direct part-time staff and free lance artists. Work is reviewed in terms of general goals to be met and is reviewed on the basis of results achieved.

ILLUSTRATIVE EXAMPLES OF WORK

Plans, co-ordinates and performs advanced graphic support services; determines equipment and schedule requirements for each project; establishes priorities based upon resources available and existing deadlines; discusses unusual requests with immediate supervisor; ensures that project results meet established objectives.

Evaluates hardware and software available; justifies and recommends purchase expenditures to immediate supervisor; develops annual budget for capital equipment, supplies and related costs; prepares purchase documents for approval.

Provides graphic consultative service to faculty members and administrators advising on techniques, methods, procedures, proposed layouts and cost control and discusses goals of the particular project and other considerations affecting graphics requirements.

Creates and designs standard and advanced artistic and graphic pieces in various forms including animation and technical illustrations for reproduction in a variety of media.

Studies design layout of proposed sketches and selects techniques best suited to produce desired visual effect and to conform with printing or reproduction methods specified.

Creates set design, studio scenery and exhibits.

Provides architectural sketches and renderings of buildings.

Maintains liaison with audiovisual or related support staff to co-ordinate services.

Maintains a current knowledge of graphic developments.

May supervise and provide technical guidance to subordinates engaged in the designing, drawing and preparation of arts and graphic pieces.

Performs other related duties.

REQUIREMENTS OF WORK

Extensive experience in commercial or graphic arts work including supervisory experience; graduation from high school supplement by completion of a comprehensive course of study in graphic arts, industrial design or related subjects from a technical college or institution; or any equivalent combination of experience and training which provides the following knowledges, abilities and skills:

Extensive knowledge of the processes, techniques and materials of the graphic arts as they relate to a variety of media.

Considerable knowledge of the techniques of graphics and film animation.

Knowledge of recent developments, current literature and sources of information of graphics.

Knowledge of set and scenery design practices and principles.

Knowledge of set and scenery design principles and practices as they relate to educational television production or exhibition.

Knowledge of printing and photographic equipment related to the area of assignment and of layout, reproduction, assembly, binding and distribution techniques for booklets, pamphlets and other printed matter.

Knowledge of University organizations, policies, rules and regulations.

Ability to be innovative and creative.

Ability to execute a variety of graphic art assignments.

Ability to develop, layout and install procedures according to general guidelines.

Ability to supervise and administer the work of subordinates.

Ability to evaluate and analyze graphics equipment and software and to make recommendations on suitability.

Ability to tactfully and diplomatically solve a variety of problems.

Ability to adapt to unusual and pressure situations.

Ability to effectively communicate, both orally and in writing.

Ability, including creative imagination, artistic judgement, perception of form, design and spatial aptitude, to plan and execute a variety of graphic art and related assignments including competence in all normal art techniques, in two and three dimensions, graphics and film animation.

Skill in drafting, drawing, lettering and preparing materials for reproduction.

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