

PRODUCTION ARTIST I/II

DEFINITION

Under general supervision, performs a variety of graphic design, layout, and prepress tasks associated with the production of a broad range of printed and electronically disseminated materials and publications; performs related work as assigned.

CLASS CHARACTERISTICS

Production Artist I is the entry-level class in the graphic design series. Initially under close supervision, incumbents are responsible for small or discrete projects, or may assist with more complex projects. As experience is gained, there is greater independence of action within established guidelines. This class is alternately staffed with Production Artist II and incumbents may advance to the higher level after gaining experience and demonstrating the proficiency that meets the qualifications of the higher-level class.

Production Artist II is the journey-level class of this series, fully competent to independently perform the full range of graphic design duties. This class is distinguished from Senior Production artist in that the latter provides lead direction and work review to assigned staff and/or performs complex production work and coordinates specialized agencywide projects.

EXAMPLES OF DUTIES (*illustrative only*)

- Serves as a graphic design resource to the agency.
- Confers with Judicial Council staff to gain an understanding of assignment scope, providing advice and coordinating with outside printers and vendors to establish design/production criteria and materials.
- Using specialized graphic design software, produces and finalizes original logos, illustrations, graphs, charts, and images.
- Determines placement of art and images to reflect intent of published materials.
- Produces booklets, brochures, newsletters, presentation folders, press kits, binder covers, and conference materials.
- Produces routine updates of existing documents, changing the format to accord with new software.
- Designs format of documents and publications; works with clients in selecting type font, layout, ink, paper stock, and printing and binding methods.

- Prepares camera-ready artwork for press.
- Installs and configures design and graphics software; maintains computers and all related system peripherals.
- Maintains currency on hardware, software, paper, printer technology, Internet developments, stock photos and art, and design techniques via offsite training and trade shows.
- Recommends hardware/software purchases; inventories and orders supplies; assists in preparing budget for desktop needs.
- Performs specialized design and coding for electronic publishing (e.g., Internet, electronic bulletin board systems, CD-ROM).
- Prepares detailed specifications for printing.
- Takes digital photos for use in graphic design projects.
- Executes agency graphic standards.

WORKING CONDITIONS

- Work extended hours at a computer terminal.
- Must be available to work overtime and on weekends and holidays.

QUALIFICATIONS

Knowledge of:

- Principles and practices of graphic design and production and book design, including typefaces, type design and history, illustration techniques, and design styles.
- PC and Macintosh platforms, including Windows and Macintosh operating systems and utilities software.
- Proficiency with a variety of design and graphics software, including page layout, and image manipulation applications.
- Peripheral equipment, including graphic tablet, scanner, removable storage devices; and output devices, including printers and high-resolution imagesetters.
- Prepress and printing terms, materials, processes, and procedures.
- Principles and processes of electronic publishing
- Language, grammar, Judicial Council and/or other editorial style guides, and proofreading marks.
- Printing terms and processes.
- Basic principles of Internet and Web structure.

Ability to:

- Creatively interpret and translate ideas and concepts into visual presentations.
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines.
- Install and operate design and graphics software at an advanced level, including page layout, illustration, slide presentation, and image manipulation applications.

- Without supervision, configure, troubleshoot, and maintain computers and all peripheral equipment.
- Prepare final artwork for press as well as electronic media.
- Convert documents among programs and systems.
- Work effectively as part of a project team.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Licenses and Certificates:

None.

Education and Experience:

Production Artist I: Equivalent to graduation from high school and one year of experience in graphic layout and design of various publications and forms.

Production Artist II: Equivalent to graduation from high school and two years of experience in graphic layout and design of various publications and forms.

OR

One year as a Production Artist I with the judicial branch.

At either level, additional directly related education and training may be substituted for the experience on a year-for-year basis.