**BOARD OF EDUCATION**

**Saskatoon School Division No. 13**

**P O S I T I O N D E S C R I P T I O N**

**Position: JUNIOR GRAPHIC ARTIST**

**Immediate Supervisor: CHIEF TECHNOLOGY OFFICER**

**Core Function:**

The Junior Graphic Artist assists and supports the work of the Graphic Artist/Brand Consultant in design, layout and printing of materials. The Junior Graphic Artist will be responsible for large format printing and production.

**Duties and Responsibilities:**

1. Complete basic graphic design and page layout duties.
2. Follow and adhere to the Saskatoon Public Schools’ brand guidelines.
3. Layout of templated branded documents such as business cards, certificates, notepads, etc.
4. Complete production (printing, laminating, mounting, trimming and billing) of large format posters and PWIMs orders/reorders.
5. Maintain large format area by reordering supplies and trouble-shooting machine issues as they arise.
6. Design printed materials for staff at the school level.
7. Assist in the print area as needed (printing, cutting, folding, etc.).
8. Performs such other duties as may be assigned to meet organizational deadlines and objectives.

**Qualifications**

1. Grade 12 or equivalent;
2. Successful completion of post-secondary training in graphic arts, graphic design or related field or equivalent experience.
3. Excellent computer skills with a demonstrated proficiency in graphic software applications.
4. Previous experience working with Photoshop, Illustrator, InDesign, or other design software.
5. Ability to work independently, as well as in a team environment under tight deadlines.
6. Excellent interpersonal, communication and customer service skills.

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