



Graphic Designer Position

Graphic Designer Job Responsibilities:

Prepares visual presentations by designing art and copy layouts.

Graphic Designer Job Duties:

- Prepares work to be accomplished by gathering information and materials.
- Plans concept by studying information and materials.
- Illustrates concept by designing rough layout of art and copy regarding arrangement, size, type size and style, and related aesthetic concepts.
- Obtains approval of concept by submitting rough layout for approval.
- Prepares finished copy and art by operating typesetting, printing, and similar equipment; purchasing from vendors.
- Prepares final layout by marking and pasting up finished copy and art.
- Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment.
- Completes projects by coordinating with outside agencies, art services, printers, etc.
- Maintains technical knowledge by attending design workshops; reviewing professional publications; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.

Graphic Designer Skills and Qualifications:

Graphic Design Skills, Layout Skills, Creative Services, Customer Focus, Creativity, Flexibility, Attention to Detail, Deadline-Oriented, Desktop Publishing Tools, Acute Vision, Handles Rejection

If you don't have a website, then you're not in business!