TURTLE MOUNTAIN COLLEGE

10145 BIA Rd 7, PO Box 340 Belcourt, ND 58316 | (701) 369-6060 | tm.edu

Position Title: **Graphic Designer**
Contract Term: **12-month position**
Accountable To: **Arrowhead Manager**
Salary: **$44,717 - $48,550**

Summary of Position: This position is responsible for providing graphic design, digital printing, finishing and production services for the college and the general public. This position works closely with other Arrowhead employees to design, prepare, produce and deliver a wide variety of printed and promotional materials.

JOB CHARACTERISTICS:

Nature of Work: This position uses graphic design software, digital and large-format printing equipment, vinyl cutters, heat presses, screen printing equipment, finishing tools and other production machinery to transform digital files and raw materials into professional finished products. Will also provide customer consultation, prepare estimates and pricing, manage job orders, request supplies to be ordered and assist with the day-to-day operation and maintenance of the print shop.

Personal Contacts: Will be in daily contact with the general public, vendors, and co-workers.

Supervision Received: This position will be supervised by the Arrowhead Manager.

Essential Functions: This position requires strong attention to detail, creativity, technical aptitude, customer service skills and the ability to manage multiple projects and deadlines in a fast-paced production environment.

RESPONSIBILITIES:

- Design, format and prepare projects for print and production based on customer specifications.
- Create and edit artwork for posters, banners, brochures, business cards, signs, promotional materials, decals, vinyl products and other printed material.
- Perform image editing, color correction, file preparation, typography, layout and copy corrections.
- Review customer-provided files for quality, compatibility, sizing, resolution, color and production requirements.
- Determine the most cost efficient and cost-effective design and production methods for each project.
- Advise customers regarding design options, materials, colors, sizes, finishes and production limitations.
- Maintain organized digital files and production records.
- Operate digital printers, large-format printers, vinyl cutters, heat presses, screen-printing equipment and other print-production machinery.
- Complete printing, cutting, laminating, mounting, binding, folding, trimming, packaging and other finishing processes.
- Complete production orders.
- Set up equipment and make adjustments or changes to accommodate different materials and production requirements.
- Monitor print quality and make necessary adjustments during production.
- Prepare job estimates and determine appropriate pricing.

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- Coordinate multiple projects and prioritize work according to deadlines and production requirements.
- Resolve routine customer concerns and production issues in a professional manner.
- Perform routine cleaning, maintenance, troubleshooting and minor repairs as appropriate.
- Assist in evaluating, selecting and recommending new equipment, software and production technology.
- Monitor inventory levels.
- Accurately calculate charges, collect payments, provide receipts and maintain appropriate transaction records.
- Maintain accurate pricing information and assist with monitoring print-shop revenue and expenses.
- Performs other duties as required.

JOB REQUIREMENTS:

Knowledge: Must have knowledge of principles of graphic design; understanding of material limitations. Knowledge in pricing and advertising. Working knowledge of graphics software, heat press operation, ultra-violet printer, Direct to Film printer, vinyl cutters and printers.

Skills: Customer service skills to effectively quote and negotiate when necessary while exhibiting a professional demeanor.

Abilities: Ability to quote and negotiate when necessary while exhibiting a professional demeanor. Ability to maintain and troubleshoot Direct to Film printer and ultra-violet printer.

Physical Requirements: Able to lift in excess of 50 lbs. occasionally. Will work with aerosols and flammable chemicals and inks.

REQUIRED QUALIFICATIONS:

- Associate degree in Commercial Arts or Graphic Arts.
- Documented experience working with Adobe Illustrator, Adobe InDesign, Adobe PhotoShop and ColDesi UV Rip software.
- One-year documented work experience in a print shop, graphic design environment commercial printing operation or closely related field.

PREFERRED QUALIFICATIONS:

- Experience providing graphic design consultation and customer service.
- Experience operating and maintaining print-production equipment.

Written: 9/13
Revised: 10/26

This institution is an equal opportunity provider.