



JOB TITLE	DEPARTMENT	REPORTS TO
Multi-Media Graphic Artist	Media Services	ITV Manager

Position No: 62084	Length of Work Year: 12 Months
Salary Schedule: P20	Date Approved: 6/14/16
FSLA: Exempt	Date Revised:

JOB GOAL
To support the branding and marketing of SLPS by designing graphic design elements and supporting the production of multi-media presentations.

MINIMUM QUALIFICATIONS

1. High School Diploma or equivalent.
2. Valid Florida Driver's License
3. Preferred three years' experience in digital/graphic design.
4. Physically fit for the demands of the job.
5. Ability to follow and apply verbal and written instructions.
6. Knowledge of Adobe CC platform, digital photography, videography, video broadcasts, studio and field lighting.
7. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES

1. Coordinate the design and production of print and digital design elements to support the branding and marketing of SLPS.
2. Utilize desktop operating systems such as Microsoft Windows, Office, and Apple OS.
3. Create animation, chroma key, and virtual sets.
4. Develop layout design.
5. Proofread and edit copy.
6. Videotape SLPS events and edit into engaging broadcast segments.
7. Serve as an ambassador for St. Lucie Public Schools.
8. Work collaboratively with team members and customers.
9. Observe all safe work practices when using equipment.
10. Properly use and maintain District vehicles, tools, and equipment.
11. Perform assigned tasks in a timely and efficient manner.
12. Perform assigned tasks with a high standard of quality.
13. Perform other duties as may be assigned by the supervisor.

PHYSICAL DEMAND CLASS:

Very Heavy (VH) - Frequent lifting and carrying of objects weighing 50-100 pounds. Infrequent lifting and carrying of objects weighing in excess of 100 pounds. Continuous standing and/or walking is required to carry out duties. Occasional walking at a fast pace and/or running may be required.