

# Vegas PBS - Graphic Artist

## Position Details

Class Code: 3123

Job Family: Broadcast/Communications

Classification: Support Professional

Terms of Employment: [Pay Grade 55 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general direction, designs, plans, creates, and lays-out publications, visual aids, and related materials using conventional and computer-aided techniques.

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## Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Creates, designs, and lays-out publications, brochures, ads, logos, signage, visual aids, digital art, and related materials across media platforms (i.e., print, internet, on-air, social, etc.)
2. Determines and advises Vegas PBS employees of the most artistic, efficient, and economical methods of presenting/reproducing materials.
3. Plans/schedules work and establish deadlines in cooperation with Vegas PBS Content Department administrators and Vegas PBS Public Information and Media Manager.
4. Designs and creates materials (i.e., brochures, signage, logos, etc.) for Vegas PBS departments.
5. Requisitions supplies/materials (i.e., paper folders, stock photos, inks, paints, type, etc.) to produce desired effects.

6. Cooperates with Vegas PBS Content Department administrators and Vegas PBS Public Information and Media Manager in selecting photos, designs letterheads, mastheads, and displays.
  7. Supervises type setting for body/deadline type-marks and specifies type.
  8. Estimates/tracks project costs, durations, and materials used for budget/reporting purposes.
  9. Ensures all materials look/feel consistent with the current Vegas PBS brand identity; assists in managing/evolving brand standards.
  10. Ensures all design projects are delivered on-time and within budget.
  11. Conforms to safety standards, as prescribed.
  12. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Prepares artwork and materials for reproduction. Possesses creativity, communication, and problem-solving skills, and familiarity with computer graphics/design software.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Proficiency in computer graphics production methods and creativity/design software (i.e., Adobe Creative Suite and Microsoft Office Suite.)
2. Knowledge of United States Postal Service (USPS) rules/regulations for nonprofits.
3. Knowledge of social, cultural, and psychological factors of target audience(s).
4. Knowledge of typography and commercial art.
5. Knowledge of visual presentation techniques and materials.
6. Knowledge of offset printing and related equipment.
7. Ability to meet and confer with administrators.
8. Ability to work independently, with limited supervision.
9. Ability to work under pressure and meet deadlines.
10. Ability to interpret and follow written/verbal instructions.
11. Ability to supervise and evaluate.
12. Ability to relate well with administrators, employees, and the public.
13. Ability to recognize/report hazards and apply safe work methods.
14. Ability to select appropriate fonts, colors, images, layouts, and other visual elements for illustrated materials.
15. Ability to incorporate text from copywriters.

16. Possess physical and mental stamina commensurate with the responsibilities of the position.
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## **Position Requirements**

### **Education, Training, and Experience**

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.)
2. Associate Degree in Graphic Art/Design, and three (3) years' professional work experience in commercial art/graphic design; or, Bachelor's Degree in Graphic Design or a related field, and one (1) year of professional work experience in commercial art/graphic design.

### **Licenses and Certifications**

A valid driver's license or state-issued identification card.

### **Preferred Qualifications**

None specified.

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## **Document(s) Required at Time of Application**

1. High school transcripts or other equivalent (i.e., GED, foreign equivalency, etc.)
  2. Transcript(s) from an accredited college/university, if applicable.
  3. Specific documented evidence of training and experience to satisfy qualifications.
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## **Examples of Assigned Work Areas**

Vegas PBS offices/departments.

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## **Work Environment**

### **Strength**

Medium/heavy - exert force of 20-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

## **Physical Demand**

Frequent sitting, standing, walking, pushing, pulling, carrying, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, climbing, and balancing. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

## **Environmental Conditions**

Climate-controlled office setting with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

## **Hazards**

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

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## **Examples of Equipment/Supplies Used to Perform Tasks**

Offset press, process camera, film processor, computers, printers, scanners, collator, paper cutter, laminator, telephones, calculators, copiers, fax machines, hand tools, cleaning solvents, filing cabinets/equipment etc.

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## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

## **Job Revision Information**

- Revised: 07/20/23
- Created: 07/22/14