**Title:** Art Director, Medical Center Public Affairs

**Pay Scale Group:** 16

**Essential Function**

Under general supervision from a designated supervisor, develop and manage graphic identity and production of print and visual communications.

**Characteristic Duties**

- Develop graphic concept; manage all phases of layout and design for print publications, marketing brochures, educational materials, and exhibits.
- Consult with clients to clarify directions, determine use, proper format and appropriate materials.
- Liaison with suppliers, illustrators, photographers, typesetters and printers.
- Manage graphic design budget.
- Cost and price jobs.
- Supervise other in layout and design of graphic materials.
- May provide direct supervision to exempt and non-exempt staff.
- Perform related duties based on departmental need.

**Minimum Qualifications**

- Bachelor’s degree with three (3) years experience; -OR- Associate’s degree with five (5) years experience; -OR- seven (7) years experience. Degree must be in graphic design or related field. Experience must be in graphic design, medical illustration, photography, and Web design. Some positions may require at least one (1) year supervision.

**Last updated:** January 2007

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