UNIVERSITY OF SOUTHERN CALIFORNIA

Art Director

Job Code: 171319

Grade: J

OT Eligible: No

Comp Approval: 4/12/2005

JOB SUMMARY:

Formulates design concepts and manages production of assigned University periodicals and/or publications. Selects and contracts outside vendors. Supervises staff and vendors, as assigned.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Manages design, strategy, art direction, page layout, illustration and photo selection for assigned periodicals and/or publications in accord with University editorial standards. Consults with and advises faculty and/or staff regarding visual media services.


Schedules, assigns and prioritizes workloads of staff supervised, such as graphic artists, photographers, administrative support, etc. Monitors employee performance on day-to-day basis. Ensures timely completion of publications and projects.

Screens, hires and oversees work of vendors and freelance artists, designers, photographers, typesetters, etc. Determines schedules. Ensures timely completion of work.

Develops and administers department and/or specific project budgets. Provides financial projections and/or cost estimates, as needed. Provides financial status reports.

Analyzes and evaluates vendors and potential vendors on annual basis. Makes recommendations for blanket contracts. Prepares specifications for bids. Selects appropriate vendor for each project. Supervises jobs in progress and ensures vendor payment.

Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.
EMERGENCY RESPONSE/RECOVERY:

Essential: [ ] No   [ ] Yes

In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

Bachelor’s Degree
Combined experience/education as substitute for minimum education

Minimum Experience:

5 Years
Combined education/experience as substitute for minimum experience

Minimum Field of Expertise:

Art direction and production of periodicals and publications. Demonstrated ability in editorial design. Knowledge of desktop publishing systems and specialized equipment related to periodical production is essential.

Skills: Other:

Analysis
Assessment/evaluation
Budget control
Budget development
Communication -- written and oral skills
Conceptualization and design
Conflict resolution
Consulting
Counseling
Graphic design
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Marketing
Negotiation
Organization
Planning
Problem identification and resolution
Project management
Public relations
Scheduling
Staff development
Supervisory Skills
Teaching/Training

Skills: Machine:
- Calculator
- Computer Network (Department or School)
- Computer Network (University)
- Computer Peripheral Equipment
- Fax
- Personal Computer
- Photocopier

Supervises: Level:
- Supervises employees and student workers

SIGNATURES:
Employee: ________________________________ Date: ________________________________
Supervisor: ______________________________ Date: ________________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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