NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

Director of Graphic Arts

Department: Administrative Services
FLSA Status: Exempt

Grade/Level: Admin/Prof II

Job Status: Full Time
Reports To: Vice President for Administrative Services

Amount of Travel Required: As needed

Positions Supervised: None
Contract Length: 12 months

PURPOSE:

The Director of Graphics Arts is responsible for the daily operation of the Graphic Arts Department and the Copy Services Department, located in the Learning Resource Center building of the college. The Graphic Arts Department is a solely owned, self-contained printing facility responsible for supplying all college-related printing and other communications tools. The Copy Service Department is responsible for monitoring photocopying machines and supplies.

MAJOR RESPONSIBILITIES:

- The Director of Graphic Arts is responsible for evaluating customers’ needs with relationship to the project and developing a creative implementation plan.
- Being heavily involved throughout the development process, assessing the customers’ goals and ensuring that the creative vision of the college is carried out.
- Working with and advising all college personnel of procedures which must be followed to acquire services provided by the Graphics Department or Copy Services.
- Coordinating printing and photocopying jobs to be produced in the college print shop.
- Determining the most cost effective method of producing all projects.
- Selecting and ordering appropriate supplies and paper for all requests.
- Setting time lines and cost estimates for all printing and photocopying projects.
- Directing design and preparation of artwork for production of projects including, but not limited to, brochures, forms, manuals, booklets, schedules, catalogs, instructional materials, and promotional data.
- Supervising the work of other Graphics Department employees.
- Performing all necessary tasks for printing, including making litho negatives, stripping and preparing negatives, and burning and developing offset plates to be used on the printing press.
- Selecting paper and cutting to correct size for job.
- Setting up and running offset printing press.
- Performing make-ready and operating letterpress.
- Directing bindery and/or other finishing operations.
• Figuring prices and reporting all charges to the Business Office at the end of each month.
• Preparing and maintaining departmental budgets for the Graphic Arts Department, as well as the Copy Services Department.
• Evaluating copy requirements for all departments and building; selecting appropriate machines for the particular needs.
• Monitoring copy machines and selecting and acquiring service and supplies as needed.
• Reading copy machine meters monthly and calculating charges for all departments.
• Preparing a complete monthly report of all charges for photocopying done in the Graphics Department, to be charged back to the individual departments by the Business Office.
• Repairing and maintaining all equipment that is not currently on a service maintenance contract.
• Attending all college council meetings and serving on various committees as appointed by the president.
• Performing other related duties as required.

POSITION CHARACTERISTICS:

This position requires a broad knowledge of the printing and graphic arts industry as well as photocopying machine knowledge. The position also requires basic knowledge of Macintosh computer systems and various software programs related to graphic design. Some travel to trade shows and seminars is required to keep up-to-date on the latest technology in the graphic arts field.

Good management skills and general business background are very important in this position. The ability to work under extremely tight deadlines and with diversified schedules is a must. A large number of confidential documents passes through this department on a daily basis, and must be handled appropriately.

QUALIFICATIONS:

Fifteen years experience in the printing business is required, at least five years in a management or ownership position and ten years experience operating printing and bindery equipment. Ability to operate a two-color, offset printing press is required, and basic knowledge of letterpress printing is desired. Physical capability to lift heavy cartons of paper is required. Must be proficient in using the Franklin Estimating System. Must have mechanical ability and knowledge to maintain and repair photocopiers. Darkroom technical experience in shooting black and white litho film as well as processing 35mm roll film is required.
SIGNATURES:

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Director of Graphic Arts

________________________________________
Vice President for Administrative Services

Date