

METRO

Classification Description

Title: Assistant Visual Communication Designer **Bargaining Unit:** AFSCME 3580
Job Code: 6031 **Established:** 2007
Pay Range: 12 **Revised:**
FLSA Status: Non-exempt

Classification Summary:

Assist in the design and production of signage, interpretive, interactive three-dimensional exhibit and educational materials, on-grounds signage and audio-visual exhibits under close supervision or within clearly defined boundaries. Provide design and production services for events, educational and marketing signage and materials. Assist in artistic and creative design and fabrication of zoo exhibits if work assignment is at the zoo.

Supervision Received:

Supervision is received from a supervisor or manager.

Supervision Exercised:

May provide lead direction or training to work-study students, interns, and volunteers.

Distinguishing Features:

This is the entry-level of a professional classification series. The classification is distinguished by working under close supervision or by working within defined parameters that define and limit the scope of artistic or creative expression.

Essential Functions:

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks that an employee in this classification may be expected to perform.

1. Maintains interactive equipment and computer audio-visual exhibits.
2. Produces audio and video exhibits and updates presentation programs.
3. Prepares RFPs and reviews bids for equipment repair, audio-visual production and interpretive fabrication. Recommends contractor selection.
4. Trains and directs the work of interns and volunteers in sign and graphic production.
5. Procures equipment, materials and supplies for exhibit maintenance and production.

METRO

Classification Description

6. Creates event signage, replacement graphics and emergency or temporary materials using a wide range of computer programs and hardware.
7. Researches and provides recommendations to the department regarding equipment purchase and audio-visual exhibit design. Coordinates purchase of approved equipment.
8. Operates a variety of shop tools and hand tools to repair equipment or to fabricate and repair displays, signage, etc.
9. Monitors, maintains and performs minor repairs or coordinates repairs on a variety of audio-visual equipment to ensure continual running of zoo exhibit programs and equipment.
10. Performs regular maintenance checks on the Zoo's signage, displays and graphics exhibits. Repairs and replaces damaged items.
11. Assists in the development, design and production of exhibit's signage and displays. Within clearly defined parameters, recommends exhibit's signs, designs, and artwork. Assists in the actual preparation/fabrication of product.

Secondary Functions:

1. Performs all related duties as assigned.

Job Specifications:

High school diploma or G.E.D., two years of college level training in graphics, audio-visual presentations or related field and two years of work experience in audio-visual and graphic design; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

Knowledge, Skills and Abilities:

1. Thorough knowledge of audio-visual display techniques, methods and equipment
2. Knowledge of the production of signage with a variety of media and materials, especially through silk-screening
3. Knowledge of casting techniques and materials used in exhibit production, including plastics, specialized building materials, glues, resins, etc.
4. Working knowledge of computer graphics and ability to use computers in signage and graphics generation
5. Skill with tools associated with graphic design and production
6. Skill with tools associated with simple carpentry
7. Ability to use darkroom equipment
8. Ability to establish and maintain effective working relationships with other staff, vendors and the general public
9. Ability to carry out instructions as part of a team

METRO

Classification Description

Working Conditions:

This position requires the ability to perform those activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Position may require frequent or continuous standing, walking, reaching, sitting, repetitive motions of the hands/wrists, handling, and good general hearing ability. May also require occasional stooping, fingering, talking, feeling, bending, kneeling, climbing, grasping, lifting up to 80 pounds and/or carrying up to 40 pounds. Job duties are performed indoors and outdoors, subjecting incumbent to inclement weather conditions.