The Southern Baptist Theological Seminary

Position Description

Position Title: Graphic Designer
Department: Communications
Position Code: E0109
Date Prepared: 2/7/17
FLSA Status: ☐Exempt ☒Non-Exempt Full Time: Yes☐ No☒

JOB SUMMARY:
The Graphic Designer creates illustrative and graphic visuals for use in marketing deliverables, publications, and exhibition displays that inspire, inform, and captivate the target audience.

ESSENTIAL JOB FUNCTIONS:
The employee in this position will have the following essential job functions:

- Develops or acquires the images used in a variety of creative projects including advertisements, brochures, catalogs, direct mail, corporate identity, packaging, presentations, websites, promotional displays and signage
- Responsible for design, layout and formatting of materials
- Designs may integrate typographic, photographic, illustrative and other elements
- Must have a strong sense of concept development in addition to communication, research, problem solving and presentation skills
- Graphic design development of creative strategies
- Creative contribution to advertising and marketing collateral

Performs other duties as may be assigned by supervisor.

EDUCATION:
Formal education in graphic design or fine arts is not required for this position, but is preferred. In either case, a candidate should demonstrate knowledge of software applications such as Adobe InDesign, Illustrator and Photoshop, and a good understanding of composition principles (layout, typography, and color).

EXPERIENCE:
The person in this position should have at least six months of experience as a graphic designer.

SUPERVISION:
The person in this position will supervise no one.

The person in this position will report to the Lead Designer.

WORK ENVIRONMENT:
The person in this position will work in a typical office environment.

EQUIPMENT:
The person in this position will use the following equipment: Computer with access to the Adobe Creative Suite.