

The Southern Baptist



Theological Seminary

Position Description

Position Title: Print Shop Associate and Designer

Department: 5th and Broadway

Position Code: E0112

Date Prepared: 6/19/15

FLSA Status: Exempt Non-Exempt

Full Time: Yes No

JOB SUMMARY:

The Print Shop Associate and Designer will assist our print shop in services to the school and community including high impact design jobs for marketing, t-shirts, print jobs, mailers, etc.; printing digital products; and finishing work (i.e. binding, gluing, folding).

ESSENTIAL JOB FUNCTIONS:

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

- Printing digital solutions for customers
- Finishing work for printing jobs (i.e. binding, gluing, folding)
- Developing or acquiring the images used in a variety of creative projects including advertisements, brochures, catalogs, direct mail, packaging, presentations, websites, promotional displays and signage
- Responsible for design, layout and formatting of materials
- 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
- Creative contribution to product development
- Must have strong customer service skills in order to execute both internal and external client's design initiatives
- Exemplary customer service is imperative. Must be intuitive to anticipate the needs of guests, possess a desire for continued growth in the area, and maintain an attitude of service
- Must be able to work as a team within the office and throughout Hospitality Services for the common goal of developing and nurturing a culture of excellence in service

Performs other duties as may be assigned by supervisor.

EDUCATION:

The person in this position should have knowledge of software applications (InDesign, Illustrator, Photoshop, PowerPoint and QuarkXPress), clear understanding of typographic principles, and a proficiency in design fundamentals such as layout, typography, color, etc.

EXPERIENCE:

The person in this position should have six months experience in graphic design, or completed education within the field.

SUPERVISION:

The person in this position will supervise no one.

The person in this position will report to the Retail Manager.

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: InDesign, Illustrator, Photoshop, PowerPoint and QuarkXPress.