

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Multi-Media Graphic Artist

BASIC FUNCTION: Under the supervision of the area Manager, creates multimedia artwork that span television, internet, interface design for interactive CD/DVD and kiosks, DVD authoring and print work in direct support of the library and instructors throughout Riverside Community College District.

PROVIDES WORK OR LEAD DIRECTION TO: Not applicable – no permanent full-time staff to supervise.

REPRESENTATIVE DUTIES:

1. Conceptualizes art work for various multimedia projects for Academic Departments; and ensures that the materials created coincide with either lesson material or other needs of the instructors.
2. Establishes project schedules to ensure on-time completion.
3. Researches hardware equipment, peripheral equipment, and software for potential Departmental usage.
4. Selects and buys software with the approval of the Division Head or Designee.
5. Executes artwork for a variety of District projects.
6. Performs video production from concept to post production.
7. Ability to operate a variety of multi-media equipment to include, computers, scanners, digital cameras, video cameras, NLE and or Linear editing system, drawing tablets and printers.
8. Participates in District-provided in-service training programs.
9. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
10. Performs other duties, related to the position, as assigned.

EDUCATION: A bachelor's degree from an accredited institution in graphics or a related field is required.

EXPERIENCE: Three years directly related experience, which includes two years of experience in computer graphics, is required.

LICENSES/CERTIFICATIONS: None.

KNOWLEDGE OF: Video production, visual presentations; and advanced knowledge in computer graphic systems are required.

ABILITY TO: Visualize concepts and present drawings of shared ideas.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

CONTACTS: Co-workers, other departmental staff, instructors, and faculty.

WORKING CONDITIONS: Normal graphics/media environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.