

Job Description/Specification

Identification	J0271	TFEU/BCTF Joint Salary Committee Decisions
JOB/POSITION TITLE:	Graphics Supervisor	FORMER TITLE/DEPARTMENT: Graphics Supervisor
DIVISION/DEPARTMENT:	CCD/Graphics	PAY GRADE: 5
SUPERVISOR'S TITLE:	CCD Director	DATE APPROVED: July 26, 2016

Function and purpose (a)

To co-ordinate the graphic operations of the Federation including service design, to serve as the primary contact for both internal and external clients (PSA editors, local presidents, affiliated groups) and external service providers, to supervise and train the Graphic Designers, to provide leadership to the design team, to establish and maintain work priorities, to manage departmental budgets, to maintain and report departmental statistics, and to perform the duties of a graphic designer.

Principal duties and responsibilities (a)

1. Co-ordinates, supervises and participates in the work of the BCTF graphics department. Serves as primary contact for the department for proposed work.
2. Responsible for quality control of Graphics work including ensuring deadlines are met and BCTF standards are applied.
3. Oversees any research required into potential suppliers, maintaining of stocks, and testing new products.
4. Attends inter-divisional meetings to keep informed and exchange information regarding pending and work in progress.
5. Develops and monitors the operating and capital budgets for the Graphics Department and reports to the Director of CCD as required. Authorizes expenses where appropriate.
6. Schedules and authorizes hours of work, overtime, vacations, according to established policies and/or the collective agreement; prepares or completes holiday, sick leave and related personnel and payroll information.
7. With the Director of Human Resources assist in the interviewing and selection of new staff in the Graphics Department.

8. Oversees, creates and manages the design and production process of a wide variety of graphic designs for print and digital media from original concept to final printed or electronic versions. Liaises with outside and internal services such as PSA editors, local presidents, writers, translators, illustrators, photographers, researchers, service bureaus, and printers. Confers with a wide and complex range of clients to clarify their needs, expectations, and goals. Offers advice and solutions in order to complete projects on time and in a cost-effective manner. Ensures BCTF standards are met.
9. Designs the visual identity and creates spot, process, monochrome or greyscale layouts for in-house publications, member publications, and outside groups.
10. Creates and develops original illustrations, logos, letterheads, certificates, and cartoons using traditional mediums and a range of digital tools for reproduction in Federation or outside client material. Confers with a wide range of clients to determine style of artwork, space limitations, colour restrictions, budget and time constraints, BCTF standards and similar considerations. Brainstorms and researches material for ideas. Sketches, renders, and presents samples to originator for approval. Executes approved work in appropriate medium for reproduction.
11. Collaborates with program directors or administrators on assigned projects. Discusses program objectives and goals with the director or administrator to define ideas. Finalizes concept and implements design.
12. Researches, advises on, and selects appropriate stock photos or illustrations for use in publications. Manipulates photos or illustrations to suit design. Specifies new photos when needed.
13. Advises a range of commercial printers and outside providers on job specifications and provides digital versions of jobs, composites and separation proofs to produce the final print jobs. Advises the printers on fonts used, ink colours, page sizes, type and colour of paper, number of pages, trapping, bleeds, line screens, file information, and special instructions for individual jobs.
14. Responsible for ensuring jobs are completed to correct specifications and must give final written approval by signing off blue lines, colour keys and colour composite proofs. When possible, the designer will go on location to the printing facilities to do a press check to direct the press operators regarding necessary adjustments to the final jobs.
15. Designs, co-ordinates, and offers artistic and technical advice in the production of large format banners, media backdrops, posters, signage, displays and publicity material for conferences, campaigns, rallies, media events, or workshop use by directors, administrators, local presidents and members. Prints large formats, sets up, and removes displays in boardrooms to best effect.
16. Designs and produces high-end, graphics- intensive multi-media presentations for conferences, campaigns, workshops, or meetings. Troubleshoots and demonstrates presentations with a range of clients.
17. Collaborates with the outreach staff to produce newspaper advertisements for media campaigns or special events. Designs the advertisement. Co-ordinates and liaises with local presidents to edit and

finalize the ads. Contacts appropriate newspapers. Produces and transmits an appropriate electronic format for publication in each newspaper. Manages and co-ordinates the filling of numerous orders and ensures deadlines are met. On request, also creates the more complex advertisements for the *Teacher* newsmagazine.

18. Advises on the best and most cost-effective use of the large format colour plotter media. Responsible for the care and maintenance of the plotter and any troubleshooting required.
19. Responsible for preparing and printing newsletters created in the Graphics department for digital output to the high-volume Canon copier/laser printer in the Production department. Must run a range of printer proofs to make sure that the ink coverage and binding is correct and make adjustments as necessary before printing entire job to the mailing stage.
20. Designs and produces high-end, graphic intensive, interactive web pages for the Federation's web site and outside client jobs. Meets with clients to assess their needs and goals for a new web page design. Ensures that the design is optimized and will be viewable on all platforms, at varying screen resolutions, and in different browsers. Ensures that the design adheres to the BCTF standards.
21. Creates interactive PDF versions of the *Teacher* newsmagazine and other Federation publications for inclusion in the Federation's web site.
22. Designs and creates buttons, logos, and mastheads specifically for web use.
23. Attends meetings as required to discuss the current and future needs of the BCTF's web site and to offer advice from a graphic design perspective.
24. Maintains a high level of self-proficiency on the Macintosh platform. Installs and/or upgrades software. Tests files for viruses or technical problems, troubleshoots and repairs, where possible, a variety of computer problems with the appropriate software.
25. Maintains familiarity and current level of knowledge of a wide variety of technologies, graphic design tools, printing technology, web authoring tools, and trends in hardware. Reads trade literature, takes courses and goes to seminars to stay current.
26. Makes recommendations on process and equipment upgrades to utilize advances in technology.
27. Answers a wide range of in-person, telephone, or e-mail inquiries regarding graphics work in progress, department procedures, requirements for new work, and technical matters related to material preparation.
28. Develops and manages photographic, electronic and printed file backups for graphics applications and print material.
29. Responsible for maintaining the Graphics Department's photography equipment. Researches and sources new equipment and in conjunction with the CCD director and through the budget-setting process makes recommendations for the purchase of same.

30. Maintains an understanding of photographic principles and techniques.

JOB REQUIREMENTS

This section sets out the minimum requirements in the areas of EXPERIENCE, EDUCATION, TRAINING, CERTIFICATES AND PHYSICAL DEMANDS necessary to perform the job.

Experience (b)

Five years experience in managing a graphics operation or advertising agency including demonstrated hands-on experience in graphic design, layout and illustration in the production and management of a wide range of in-house or commercial publications.

Must provide a portfolio of work samples to demonstrate proficiency in this field.

Demonstrated ability to lead a team and have strong organizational and problem solving skills.

Demonstrated ability to estimate and plan as well as strong written and oral communication skills.

Macintosh experience essential. Cross-platform ability an asset.

An understanding of photographic principles and techniques and the general operation of a DSLR.

Education and training (c)

Completion of secondary school (Grade 12) plus a degree/diploma in Graphic Arts from a recognized university, college or institute of technology.

Licenses and certificates (c)

Graphic Design diploma, or certificate from a recognized college, or institute of technology.

Environment (g)

Physical/emotional environment normally associated with design and production work such as excellent communication skills, equipment operating dexterity, and high computer use.

JOB CHARACTERISTICS

This section is a key component of the Salary Determination process. This section also forms part of the job description and describes some of the conditions under which the work is performed.

Contacts and relationships (d)

Contacts and relationships with all levels of Federation staff are required to transmit, exchange, explain or clarify information, or to advise on artistic and technical issues.

Contacts and relationships with persons external to the Federation office involve BCTF members, design and printing companies, local presidents, BCTF committee members,

Contacts can require a high degree of tact and diplomacy and are a major consideration of the job. Poor handling could have a marked effect on good relations, good will, and BCTF prestige.

Machines, equipment and work aids used:

Macintosh computer and related software including: PowerPoint, InDesign, Illustrator, Photoshop, Acrobat Pro, Word, Excel., DSLR camera, X-acto knives and box cutters.

Positions supervised (e)

Two Graphic Designers.

Physical and/or mental effort (f)

The work often involves some mental and/or physical fatigue due to pressures from critical deadlines.

Working conditions (g)

No excessively disagreeable or undesirable elements are present with the work.

July 27, 2016