

**Title: Graphics Assistant Position Description**

**Summary of Job Responsibilities:** This position will assist with the daily activities in the graphics unit, especially with the production of graphics for trade shows, conferences and events. This includes helping produce large format graphics like posters and banners, sending project specifications to vendors and soliciting bids. Additionally, this position will assist with various design projects under the direction of the Creative Director.

**Responsibilities:**

- Work under the supervision of Graphics Director
- Develop graphic and interactive projects for ChooseMaryland.org such as creating ads for the ChooseMaryland.org home page following the existing templates, ads for the Maryland.gov website that promote DBED initiatives, and make simple buttons for the ChooseMaryland.org site.
- Execute designs based on direction from the Creative Director.
- Production - Coordinate and handle inhouse printing requests. Printing large poster graphics, adhering to foam core, folding and trimming graphics to size
- Concept simple evites, handouts and programs
- Construct static web ads using existing templates
- Fulfill logo requests
- PowerPoint graphics
- Create optimized slices from .psd layouts for web programmers
- Locate appropriate images (online and in-house) for design projects
- Fulfill Governor and Secretary Citations using template
- Assist with installations of graphics, in-house or on location
- 

**Required Skills:**

- Bachelors degree in graphic design
- Proficient using a Mac
- Minimum 2-year design experience in a small-medium sized company/agency working on web design
- Proficiency in Adobe CS5 and MS Office
- Understanding of web site architecture and navigation including HTML or asp.net development processes
- Ability to visualize and execute print and web graphics
- Familiarity with MOSS admin tools a plus