

**MISSION AVIATION FELLOWSHIP
JOB DESCRIPTION**

POSITION TITLE: GRAPHIC ARTIST **REPORTS TO:** MANAGER, PRINT CHANNEL

VP GROUP: OFFICE OF THE PRESIDENT

DIVISION / REGION: MARKETING & COMMUNICATIONS

DEPARTMENT/ PROGRAM: MARKETING SERVICES **FLSA:** NON-EXEMPT

SECTION / BASE: PRINT CHANNEL

PURPOSE: To provide design and production of marketing (fundraising and ministry awareness) materials and publications as an essential part of the work of MAF so that the Gospel is proclaimed and God's Kingdom is extended.

PRIMARY RESPONSIBILITIES AND DUTIES

1. Responsibility: Art Execution 50%
 - a. Executes artistic concepts for all ministry advancement and marketing materials including, but not limited, to brochures, flyers, publications, displays, promotional items, etc.
 - b. Upholds MAF image as well as quality and brand standards, including correct usage of the MAF and PACTEC logos and related services (MAFLink, MAFnet, etc.)
 - c. Advises on most appropriate and cost effective artistic approach and production process
 - d. Creates templates in Microsoft for some routine organization-wide materials (e.g., prayer letters); trains appropriate staff in updating and printing according to standards
 - e. Reviews all internal client requests with Print Marketing Manager as they surface
 - f. Maintains currency on software and upgrades

2. Responsibility: Production Management 40%
 - a. Adheres to comprehensive production schedule as directed and communicated by the Production Coordinator for each print or on-line project
 - b. Supervises all phases of production from design through color proofing and printing
 - c. Collaborates with internal writer, proofer, and outside vendors to produce collateral
 - d. Works with internal print process or external print production
 - e. Archives all jobs for future use/reference, both electronically and as specimens

3. Miscellaneous Duties: 10%

Performs other related duties, as assigned.

EDUCATION & EXPERIENCE

- Minimum, Associates Degree from an accredited college in graphic design or equivalent experience
- Formal training as a commercial artist
- Two years experience in commercial art
- Knowledge and experience in preparation, presentation, and follow-up of camera-ready art for commercial printing

KNOWLEDGE, SKILLS, ABILITIES

- Highly developed creative, artistic and technical skills in graphic and commercial art

