Graphic Designer Job Responsibilities:

Plans and illustrates concepts by designing rough layouts of art and copy regarding arrangement, size, type size and style, and related aesthetics.

Coordinates with internal teams, including marketing, in the design concept phase through completion of a project.

Obtains approval of concepts by preparing rough layouts for review.

Prepares final layout by marking and pasting up finished copy and art.

Obtains final copy and art by operating typesetting, printing, and similar equipment and by making purchases from vendors when required.

Ensures operation of design equipment and software by completing preventive maintenance requirements; following manufacturer’s instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; and evaluating new equipment.

Coordinates with outside agencies, art services, printers, etc. to complete projects.

Maintains technical knowledge by attending design workshops; reviewing professional publications; and participating in professional societies.