

GRANITE SCHOOL DISTRICT
Classified Employee Job Description

Title Visual Development Manager

Supervisor's Title Executive Director, Granite Education Foundation

Date Prepared 3/99 **Date Reviewed** _____ **Date Reviewed**

Employee/Incumbent Review ___ **Immediate Supervisor Review** ___ **GCEA Review**
Dept Aprvl _____ **HRM Aprvl** _____ **Superintendent Aprvl**

Location _____ **Lane**

Implementation Date _____ **ADA Review**

Job Summary

To assist the executive director and other members of the Granite Education Foundation board in procurement of funds for students, teachers, and schools with critical financial needs by, but not limited to, physical presence at presentations and function of the Foundation, designing and production of visual aids such as charts, graphs, slides, handouts, brochures, newsletters, website development, and taking photographs as needed.

Essential Functions

- *Assist the executive director and other members of the staff and Granite Education Foundation board in the pursuit of those things thought necessary to fulfill the mission of the Foundation, and to serve as a member of the GEF board of directors.
- *Set up and supervise committee meetings such as, but not limited to, art and technology, and work within budget constraints.
- *Promote the Annual Art Auction scholarship fund raising event in schools and community through television, radio, newspaper, and visiting with teachers.
- *Arrange and work closely with professional artists, teachers, students and other individuals for the procurement of art for sale at the annual art auction.
- *Provide means whereby art is professionally framed for exhibition and sale.
- *Plan and make building arrangements and schedule speaker(s) for the Art Auction.
- *Arrange for students to hang and take down Annual Art Auction exhibition.
- *Arrange, plan and distribute bulletins and posters to mailing list.
- *Plan and develop annual events in technology and other areas of need as may be assigned by the Granite Education Foundation executive director and will have similar needs in preparation as the Annual Art Auction.
- *Produce visual materials, such as newsletters, name tags, or brochures as needed.
- *Produce and update Foundation website and be familiar with current program associated with website production such as Quark, Photoshop, and PageMill.
- *Take presentation quality photographs at conventions, receptions and other functions of the Foundation, and also portraits of people such as Excel recipients, celebrities and foundation board members as needed.

- *Attend all meetings and functions of the Foundation as requested or needed.
- *Move, shift, rearrange, or deliver contribution which have been made to the Foundation and are now stored in a storage shed or other holding area waiting for distribution to schools.
- *Miscellaneous errands to pick up unusual supplies not ordinarily stocked in the GEF office or pick up need banners used by schools to promote Adopt-A-School.
- *Answer telephone when other members of the staff are out of the office.
- *Show art to potential buyers out of the time frame of the art auction.
- *Attend and participate on Granite School District committees such as the District screening committee or the United Way fund drive, as may be assigned by the executive director of the Granite Education Foundation.

Non-Essential Functions

Occasional other duties as assigned (within skill level).

Required Knowledge, Skill and Ability

Visual Development Manager must have excellent typing and computer skills, and should be knowledgeable with both Macintosh and Windows platforms, Mac being the most critical in that it ties into Granite School District graphics department and several local business with whom the Foundation works. Must be well schooled in Quark, Photoshop, and PageMill software. Must be highly proficient in advertising and graphic design and some background in writing and producing visual presentation is helpful. Must be able to operate professional photographic equipment proficiently in areas of both convention and portrait photography. Have a feel for balance and composition and be able to express those attributes in the art and photography which he/she works with. Applicant needs to have understanding of art medium as it relates to painting, sculpture, and pottery.

Minimum Entrance Requirements for Training

This position requires a minimum of four years college or vocational school training specifically in the area of commercial art and illustration with emphasis in computer publishing. In addition he/she must be highly proficient in advertising, page layout, and typography. Portfolio of ten samples required showing areas of skill.

Minimum Entrance Requirements for Prior Experience

Six years experience with an advertising agency with experience in advertising and page publishing with computer. Two years of photographic experience in area of news/convention and portrait photography plus two years of photographic experience in an on-the-job training situation or educational instruction with emphasis on news/convention and portrait photography. Understanding of Quark and Photoshop, and PageMill or other website design oriented program.

Note: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior experience, some exchanges can be made between training and experience.

Decision Making Authority

Decisions will be made based on the assessment of committees and under the direction of the executive director of the Granite Education Foundation.

Interaction with Others (Non-Supervisory)

Must have excellent skills in the area of public relation in that he/she will be working with professional people who control the purse strings and future of donation which may eventually be made to the Foundation.

Supervision

Individual must be a self-starter and motivate others with an enthusiastic outlook. Be able to follow through on projects without continual supervision and carry them through to completion by consulting with committee heads and/or executive director.

Working Environment

General office conditions with some travel to presentations and other events. Frequently requires the use of personal vehicle, such as a van or pickup truck. It is necessary to oversee many different tasks at the same time, and sometimes necessary to leave one task in order to accomplish another. The deadline pressure for this position can be demanding.

Physical Demand Characteristics

Some light lifting and moving seldom exceeding 50 lbs.