

Job Description and Standards of Performance

<u>Position Title:</u> Artist	<u>Affiliation:</u> PNG
<i>Specialization:</i>	
<u>Department:</u> News	<u>Department #:</u>
<u>Date Updated:</u> 4/30/07	<u>Updated by:</u>
<small>Released 8-28-00</small>	<u>Job Code #:</u> 42N052
	Crider/Porter

Position Purpose/Objective:

To provide informational graphics, illustrations and page designs for the creation of content for our audience.

All core duties are listed before supporting duties. The relative importance of duties relates to the anticipated impact of that duty to the business, department, customer, and/or product.

Position Duties	Meets Expectations When:
Produce informational graphics. CORE	News and information content is accompanied by useful and attractive graphics that illustrate the points of the work. Produces draft headlines and other text elements.
Produce illustrations. CORE	Content is illustrated with drawings and other visual devices as appropriate.
Design pages. CORE	Pages are designed that showcase text and non-text elements and are visually attractive and clear.
Uses available technology to support efforts as needed. SUPPORTING	Possesses adequate knowledge of all pertinent software/systems necessary to perform duties efficiently.
Communicate with colleagues, supervisors. SUPPORTING	Work reflects good communication.
Demonstrate knowledge of policies, design styles, libel and privacy law. SUPPORTING	Work reflects the newspaper's policies, style and taste.
Other related duties as assigned. SUPPORTING	Additional related duties are performed on time and in a satisfactory manner.

Required Education and/or Experience/Knowledge:

A college degree or significant professional experience; previous experience at a daily news organization.

Portland Press Herald
Est. 1862
Maine Sunday Telegram

Required Skills:

Artistic ability; knowledge of news graphics and newspaper production.
Possesses an understanding of and appreciation for the demands of ethical decision-making.

This position reports to:

AME/Design and Graphics