



Design Specialist - Job Description

Hourly Position (non-exempt)

Responsible for the creation and implementation of print, web, and video graphic elements needed for Dakota Media Access (DMA) and its departments' (Government & Community Access television channels, KDAK 102.5 FM Radio, Dakota Film Festival) productions, and special projects. The Design Specialist will also assist and train staff and volunteer community producers in graphic design principles and applications. Position works under the general direction of the Executive Director.

RESPONSIBILITIES

- Create display pages (ads) for DMA in-house messages and submitted public service announcements for Government and Community Access television channels' digital signage electronic messaging system (Carousel).
- Produce computer generated typography (titling, lower third ID's), motion graphics and effects for web and television video productions and projects.
- Provide design elements for and contribute content to DMA web & social networking sites.
- Design, layout and prepare content for print (e.g. brochures, programs, posters) and online publication (e.g. e-mail push, evites, promotions).
- Provide backgrounds, textures, logos, and other graphic treatments as needed.
- Contribute to the enhancement of the organizational brand through high quality creative contributions and effective communication.
- Assist with program development, special projects, daily operational activities and other duties as assigned.
- Produce high volume of work in a timely manner with minimal supervision.

QUALIFICATIONS

- Creative, imaginative, artistic ability with a strong design sense.
- Proficient and knowledgeable in graphic design principles and applications.
- Experience in layout, typography, illustration, photography, and preparing art for print reproduction and online publication.
- Fluent in Adobe desktop publishing (InDesign) and design (Photoshop, Illustrator) software.
- Experience with Adobe After Effects and/or Apple Motion.
- Familiarity with computer animation software (e.g. MAYA, Animate). Experience preferred.
- Familiarity with Adobe Premiere and/or Apple Final Cut Pro.
- Superior written and verbal communication skills and the ability to create, compose, and edit written materials.
- Above average competency with Mac's and/or PC's and related software.
- Familiarity with web design, HTML, CSS and WordPress.

- Proven ability to prioritize, problem-solve and manage multiple projects and tasks.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of diverse populations.
- Ability to work as part of a team and independently with limited supervision.
- Self-motivated, creative individual, who can also organize and consistently display good judgment and attention to detail.
- Flexibility in work schedule, including some evenings and weekends.
- Capable of working under pressure and able to manage stress effectively.
- Project an appropriate professional appearance and demeanor.
- Ability to troubleshoot technical issues independently.
- Ability to lift equipment (minimum 30 lbs.).
- Possess a valid driver's license and have access to a reliable vehicle.
- Interest in design trends and using skills to implement positive change to DMA's brand and mission to community media principles.

EDUCATION & EXPERIENCE

Any combination of education and experience that provides the skill, knowledge and abilities required to qualify will be considered. Desirable education includes technical school, college-level study, or background in communications, advertising/marketing, visual art, writing/journalism, photography, computer graphics, desktop publishing, web design, or a related field.

HOURS

Minimum 25 hours per week, mainly weekdays. Schedule is adaptable and could be expanded for the ideal candidate. The position, however, requires scheduling flexibility and ability to work occasional weekends or evenings during emergencies or when required to meet deadlines.

COMPENSATION

Position is non-exempt, hourly. Starting wage range \$15.50 to \$18.00 per hour, DOE.

APPLICATION AND SELECTION PROCESS

To apply, email a current resume, completed application form, and sample of work to info@freetv.org or deliver to DMA at 307 N 4th St, Bismarck, ND 58501 on or before 5:00 p.m., February 21, 2018. The most qualified candidates will be invited to interview.

Dakota Media Access (DMA) is a non-profit organization which serves the cities of Bismarck and Mandan area by managing the production facilities, equipment, programming and distribution systems for the area's public, educational and governmental media needs. DMA programming is distributed via web stream, KDAK 102.5 FM radio, and cable television channels which reach 30,000 area cable households. For more information on DMA, visit our web site at freetv.org.