

## **TECHNICAL DESIGNER**

Bachelor's degree, 24 months experience

### **Job description:**

Responsibilities of the position include the following:

Technical graphic design for training and safety manuals, brochures, and videos prepared for electrical utilities staff members/operators based on specifications provided by and subject to approval of industrial engineer.

Studies the requirements of each situation, and decides how best to use technical illustrations, drawings, sketches, graphics, and photographs for use in safety and training videos, books, DVDs, and training manuals produced by the company. Determines size and arrangement of illustrations, selecting colors, style type, size and paper stock, and arranges layout based on available space, knowledge of layout principles, and esthetics.

Utilizes Adobe Illustrator, Adobe Photoshop CS, Adobe Acrobat, QuarkXpress (or Adobe InDesign) to draw, manipulate, edit and arrange illustrations, line art, photographs, page layout; Microsoft PowerPoint, to edit slide shows; Macromedia Dreamweaver, Adobe Flash, Microsoft Windows Media Player to organize, edit, produce, and post full-motion video on the Web.

Shoots, produces and edits industrial photos and images of electrical utilities for design and training purposes; retouches photography for print materials and online platforms.

Designs art and copy layout for labels, front and back covers, and jackets used in the production of the company's books, training manuals and DVDs, ensuring that designs complement and enhance product's themes and functions. Prepares dimensional and electrical schematic drawings from engineering source data. Develops illustrations using engineering data, engineering drawings, vendor data, and government/contractor furnished source data. Works with the electrical engineer who authors the manuals.

Improves graphics for the company's existing DVDs, PowerPoint and computer-based video products.

Reviews final layouts and recommends changes to improve the designs. Designs promotional exhibits for trade shows and conferences.

Designs and enhances graphics for the Company's online training center, converting DVDs to the proper digital media format for the Web, preparing PowerPoint slide shows for online training, and formatting text to make it suitable for the Web. Posts and manages content on the company website.

Solves design and production problems, and ensures that design specifications are adhered to in the production process.

Coordinates production of the publications with outside printers and production team to insure meeting production deadlines.

Creates storyboards used for various projects, establishing design themes and sequences and formulating design solutions to meet specific goals, as well as explaining/clarifying the concepts behind each design chosen.

Manage vendor relationships, evaluating and critiquing completed projects, and providing actionable feedback as needed.

Maintain an organized electronic library of briefings, clip art, and other related graphics support.

**SEND RESUME TO:**

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