Illinois High School Association
Job Description
for
Production Artist-Social Media Assistant

Working Relationships

Reports to:	Executive Director
Accountable to:	Executive Director/Board of Directors
Accountable for:	Assigned areas of responsibility and duties
Coordinates with:	Other staff members

Special Characteristics of Position

Required Experience or Training:

- High School Diploma
- Graphic Design Experience or Degree in Graphic Design
- Proficiency in QuarkXPress or Adobe InDesign, Adobe Illustrator, Adobe Photoshop, Scanning
- Developing and posting content to social media channels that include Instagram, Facebook, TikTok, and Twitter
- Microsoft Word and Excel

Desired Experience or Training:

- Three years graphic design experience
- Associate's or bachelor's degree

Special Qualifications/Requirements of Position

- Ability to work with people
- Communication skills (verbal and written)
- Ability to perform duties without close supervision
- Organizational skills
- Ability to assume responsibility
- Demonstrated accuracy in work performance
- Design, layout, and construction capabilities
- Experience on Apple Macintosh
- Experience with QuarkXPress, Adobe Illustrator, Adobe Photoshop, Scanning
- Knowledge of print production
- Knowledge of sport and activities

Basic Functions of Position

- Perform all duties relative to assigned areas of responsibility
- Design, layout and compose programs and publications
- Develop and post content to social media channels that include, Instagram, Facebook, TikTok, and Twitter
- Make decisions within the scope of assigned authority
- Coordinate print production

Single Statements of Principal Responsibilities of Position

- Organization and preparation of materials for each area of responsibility
- Communication with IHSA Staff and vendors
- Meeting deadlines for design of assigned responsibilities
- Flow of day-to-day operation
    - Calendar items
    - Scheduling of production/social media posts
    - Coordinate with all personnel as they relate to assigned responsibilities