



TEXAS HOUSE OF REPRESENTATIVES

INTERNAL AND EXTERNAL JOB POSTING

Creative Media Designer II

SUMMARY: Produce layouts, designs, and illustrations for a variety of printed materials. The materials are produced for the members, committees and staff departments of the Texas House of Representatives and some interagency clients. All work performed under the direct supervision of the House Reproduction Department manager.

ESSENTIAL JOB DUTIES:

- Design, illustrate, and produce graphics and interactive media materials.
- Consult with office staff of member offices and agencies to insure work meets specifications.
- Provide technical advice and guidance as needed.
- Archives electronic production files.
- Performs other duties as assigned.

EDUCATION & EXPERIENCE: Experience in graphic arts for print production will be given first consideration. Graduation from an accredited college or university with major course work in fine arts, graphic design, or related field is generally preferred. Education and experience may be substituted one for another if the experience is applicable to the field of printing production. A portfolio of previous work performed is required.

KNOWLEDGE, SKILLS & ABILITIES: Knowledge of the printing process, design principles, skill in graphic design for press, and experience managing projects. Skill in the use of Adobe InDesign; Illustrator; Photoshop; and Acrobat Pro are required. General knowledge of state government policies and procedures preferred, but not required. Applicant must also be able to communicate effectively and professionally with members, staff, and the general public. Skill in the use of computer, applicable software and desktop applications. Must be able to work in fast-paced and rapidly changing environment. Must be able to meet strict deadlines. Must have flexibility to work extended hours and weekends as required. Must adhere to department dress code and demonstrate the ability to follow all policies and procedures as set forth in the Personnel Manual.

GENERAL SALARY INFORMATION:

SALARY RANGE: State Salary Group B19. Salary will be determined by experience and qualifications.
OPENING DATE: February 29, 2024
CLOSING DATE: Until Filled
APPLY TO: Texas House of Representatives

To be considered an applicant for this position, you must complete a Texas House of Representatives application. Applications may be found at: <https://house.texas.gov/resources/employment/>.

Mail employment application(s) and resume(s) to:

Texas House of Representatives
Payroll/Personnel Department
PO Box 2910
Austin, Texas 78768

Please Note: Only applicants scheduled for an interview will be contacted. The Texas House of Representatives is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provisions of services. In compliance with the Americans with Disabilities Act, if you require reasonable accommodations during the application process, please call (512) 463-0865.