JOB PURPOSE

Incumbent provides design, construction, repair and installation solutions for multiple types of sign requests, including engraved signage, from campus clients.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Creates the design for interior signs, posters, banners, exterior building signs vehicle graphics, traffic signs, parking signs, temporary and permanent applications using personal computer, desktop publishing and other graphic software; produces completed design and type; uses equipment to produce finished products ready for installation.

Creates illustrations and other graphics for materials; produces charts, maps, and graphs; performs necessary photography.

Creates engraved office identification signage and miscellaneous campus and facility signage by hand or machine from plastic materials.

Produces a variety of visual materials including: vinyl lettering, decals, game balls, hard hat personalization, locker nameplates, dry erase boards, displays and posters. Uses a variety of materials and equipment such as color printers, scanners, air brush, engraver, table saws, drills, punches, router sign machine, vinyl cutter, shears, and beveller.

Advises customers regarding sign types and manufacturing processes and offers to estimate, design or produce existing design, and coordinate through IU Sign shop or outside vendor. Repairs and revises signage. Removes graffiti as needed.

Installs all signage created by IU Sign Shop unless installation location or sign type indicates additional assistance from the Carpentry Department or an outside vendor.

Maintains inventory and orders replacements as necessary.

Drives vehicle as needed.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the principles and techniques used in commercial art and graphic design, as well as substrates and materials for interior and exterior sign applications.

Knowledge of the methods of combining inks, papers, colors, letter styles and sizes, and various materials used in signs, posters, banners and plaques in appropriate and effective ways.
Knowledge of computer and desktop publishing/graphics software such as Quark, Adobe InDesign, Illustrator, Freehand, Photoshop, PowerPoint and Adobe Acrobat.

Knowledge of off-set press and silk screen production process.

Ability to design and layout attractive and artistic formats for posters, signs, banners, plaques, awards, large wall graphics, and adhere to ADA standards.

Ability to use drawing instruments, computers and related graphic software as well as other artistic tools and operate engraver, saw, router sign machine, vinyl cutter, sander, drill, beveller, punch tool and shears.

Ability to establish and maintain effective working relationships.

Ability to select and make effective use of equipment and supplies, and to promote economical productions of refinished materials.

Ability to work in safe and efficient manner.

MINIMUM REQUIREMENTS

**Education:** High school diploma or GED

**Experience:** Four years experience doing design, artwork and/or engraved sign making.

**Certifications/Licenses:** Valid driver’s license and ability to be insured by Indiana University.

PHYSICAL REQUIREMENTS

Sitting, standing, walking, driving, climbing ladders, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, lifting/carrying up to 50 lbs. multiple times per shift, fingering, talking, hearing, and seeing.

WORKING CONDITIONS

Spends most time indoors but possibility of exposure to hot or cold temperatures for one hour plus when working outdoors. Possible exposure to distracting/uncomfortable noise levels. Risk of bodily injury from mechanical parts, electricity, etc. Possible exposure to fumes, odors, etc. that may affect respiration and skin.

The intent of this job specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this
A person with a disability who is pursuing employment opportunities with Indiana University and wishes to discuss minimum requirement accommodations should contact the campus HR office.