

ILLUSTRATOR 1

GENERAL

This is illustrating work at a junior level of skill and responsibility. Under the technical direction of, or in the case of the more difficult assignments, in co-operation with a senior illustrator, the employee assists in the lay-out, illustration and preparation for production of a variety of informational material for the Education Section of the Department of Health and Social Development.

TYPICAL DUTIES

Assists with the design, lay-out, illustration and preparation for production of pamphlets, posters, reports, brochures, newsletters, graphs, charts, etc.

Does line drawings or half tones.

Does hand lettering and photo retouching.

Uses the air brush and gouache techniques.

Matches and uses water colours.

Assists with the design and building of exhibits for fairs and conventions.

May be required to operate a still camera in taking colour and black and white photographic material.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Good knowledge of basic illustrating techniques.

Ability to use basic drafting instruments with considerable skill.

Ability to do freehand drawing and lettering and mechanical lettering with accuracy and a fair degree of rapidity.

Skill in matching and using water colours.

Ability to design and plan layouts.

Good understanding of reproduction methods and processes.

Creative ability.

Education, Training and Experience

Grade XII education, graduation from a recognized school of art and some experience in the illustrating field preferred.

Physical Standards

Physically capable of performing the duties assigned.

ILLUSTRATOR 2

GENERAL

Under administrative supervision the employee may plan and participate in the work of a small graphics section engaged in the preparation of a variety of informational material. The employee may be responsible for the technical direction of an assistant and frequently assists and advises other departmental divisions with regard to the preparation of their own publications. Work methods are planned independently by the employee, but all completed assignments are checked before production for accuracy and appropriateness by departmental officials requesting them.

TYPICAL DUTIES

Creates designs and makes lay-outs for pamphlets, posters, reports, brochures, newsletters, graphs, charts, etc.

Does line drawings or half tones and illustrations for the above.

Does hand lettering and photo retouching.

Uses the air brush and gouache techniques.

Designs and builds exhibits for fairs and conventions.

Assists and advises other departmental divisions in the preparation of their own publications.

May be required to operate a still camera in taking colour and black and white photographic material.

Orders and checks art materials and supplies.

Keeps record files of completed assignments.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Good knowledge of basic art techniques required for design and production.

Precise knowledge of reproduction processes including photography, plate making, printing, and the offset press, the letter press, rotograph, the silk screen process, etc. leading towards the production of effective literature at the lowest possible cost.

Knowledge of the methods, materials and tools employed in the design and preparation of posters, displays and exhibits of various kinds.

Ability to design and develop effective presentations of graphic material.

Skill in the use of a variety of illustrating media including black and white, water tempera and oil colours, gouache techniques, wash and crayon.

Ability to use the air brush and to retouch photographs.

Creative and artistic ability.

Demonstrated administrative and public relations skills.

Education, Training and Experience

Grade XII education with graduation from a recognized school of art. At least five years' experience in the design, lay-out and preparation of posters, pamphlets, brochures, reports, exhibits, etc., at least two years of which were in this or a similar operation.

Physical Standards

Physically capable of performing the duties assigned.

ILLUSTRATOR 3

GENERAL

Under general administrative supervision the incumbent supervises the production of graphic and other visual elements of educational materials and audio-visual aids within the section. He may plan and co-ordinate, in co-operation with officials of various departments, all facets of planning, design and development of educational materials, submitting finished products to the department personnel before production. He may assist other sections of his department in the development of graphic and audio-visual materials. He must be able to deal effectively with professional staff at senior levels.

TYPICAL DUTIES

May be required to perform the duties of a supervisor for a small staff.

Functions adequately in the planning stages of educational programs with senior professional staff.

Creates designs and makes lay-outs for pamphlets, posters, reports, brochures, newsletters, graphs, charts, etc.

Does line drawings or half tones and illustrations for the above.

Does hand lettering and photo retouching.

Uses the air brush and gouache techniques.

Matches and uses water colours and oils.

Designs and builds exhibits for fairs and conventions.

Assists and advises other departmental divisions in the preparation of their own publications.

May be required to operate a still camera in taking colour and black and white photographic material.

Orders and checks art materials and supplies.

Keeps record files of completed assignments.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Broad knowledge of the educational process as it relates to visual aids and techniques of their use to the extent that he is able to contribute significantly to the planning process of educational programs at a senior level.

Good knowledge of basic art techniques required for design and production.

Precise knowledge of reproduction processes including photography, plate making, printing, and the offset press, the letter press, rotograph, the silk screen process, etc. leading towards the production of effective literature at the lowest possible cost.

Knowledge of the methods, materials and tools employed in the design and preparation of posters, displays and exhibits of various kinds.

Ability to design and develop effective presentations of graphic material.

Skill in the use of a variety of illustrating media including black and white, water tempera and oil colours, gouache techniques, wash and crayon.

Ability to use the air brush and to retouch photographs.

Creative and artistic ability.

Demonstrated administrative and public relations skills.

Education, Training and Experience

Grade XII education with graduation from a recognized school of art. At least five years' experience in the design, lay-out and preparation of posters, pamphlets, brochures, reports, exhibits, etc., at least two years of which were in this or a similar operation.

Physical Standards

Physically capable of performing the duties assigned.