

Artist

University of California, Los Angeles
February, 1978

Class Specifications - D.15
Principal Artist - 6101
Senior Artist - 6102
Artist - 6103

SERIES CONCEPT

Artists plan and compose drawings and illustrations for publications, and visual presentations, and design and perform creative artwork in the preparation of exhibits using a wide variety of media and techniques; prepare and execute drawings, layouts, charts, posters and diagrams from descriptions and rough sketches; size, crop and retouch photographs for reproduction; may assist in taking photographs; and perform other related duties as required.

The Artist series is distinguished from other related classes by the emphasis on original design work, and the absence of specialized requirements for scientific, technical, or medical knowledge.

CLASS CONCEPTS

Principal Artist

Under general direction incumbents plan, organize, direct, and review the layout and design of visual presentations, publications or exhibits in an art unit of at least six full-time-equivalent positions in the artist or related classes; and perform the full range of duties associated with the Senior Artist level.

Incumbents at this level typically manage a large art unit and direct a staff of artists in the production of finished drawings and illustrations for visual presentations and publications; supply finished art work, mock-ups, models, and designs for production; and determine which art methods are economically feasible within an art unit budget.

Senior Artist

Under direction incumbents (1) supervise and plan the work of at least two full-time-equivalent Artists; or (2) independently interpret narrative materials and portray concepts, technical data and objectives through a wide variety of media and techniques.

Incumbents at this level typically supervise, coordinate and approve the production of artwork as outlined in the series concept; determine the need for and create appropriate illustrations and drawings; select material for inclusion in visual presentations, publications, reports and displays; advise clients on design elements for illustration; design and layout complex multi-color, multi-page publications; determine effective layouts; may prepare detailed specifications and instructions for printing; design and execute lettering; and are assigned responsibility for the maintenance of artist tools, equipment and supplies.

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Under general supervision incumbents prepare charts, graphs, diagrams, illustrations, cartoons, and lettering for pamphlets, brochures, reports, display and publications; prepare preliminary and final layouts and designs of production graphics and exhibitions, including scale working drawings and sketches; and design layouts and lettering.

Incumbents at this level typically receive instructions concerning the final product and perform artwork of average difficulty; prepare material in color and black and white; do hand and mechanical lettering; draw in borders, blocks, or outlines with pen and ink; create cover designs; arrange and mount illustrations and copy according to layout; recommend methods to reproduce artwork; mount and paste illustrations and printed legends on the page layout; maintain wax, dry mount press, proportional scale, instant type, and related machines; maintain files of drawings, reference materials, and training aids; and order art material and supplies.

MINIMUM QUALIFICATIONS

Principal Artist

Graduation from high school, two years of art training, and four years of experience, including at least one year in a supervisory capacity; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

Senior Artist

Graduation from high school, two years of art training, and three years of experience; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

Artist

Graduation from high school, two years of art training, and one year of experience; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.