



Texas Facilities Commission Employment Opportunities

JOB Vacancy Notice: FY 23-69		
Business Title: Creative Media Designer	State Classification: Creative Media Designer II	
Salary Group: B18	Salary: \$3,293.42-\$5,370.75 (month) \$39,521.00 - \$64,449.00 (year)	Hours/Week: 8:00am-5:00pm, Mon.-Fri.
Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701		
Posting Date: 04/19/2023	FLSA Status: Exempt	Hours: 40
Closing Date: Open until filled	Shift Differential: N/A	Openings: 1
Division: Executive		Program: Executive

Note: To apply for a state agency job with TFC, you must complete the electronic State of Texas Uniform Application for Employment through www.WorkInTexas.com.

***Must be able to work flexible hours during a legislative session and as needed.**

JOB SUMMARY:

Performs advanced graphic and multimedia design and video production work. Work involves designing, illustrating, and producing printed graphics and interactive media materials, including developing scripts and electronic media content. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- Coordinates planning, developing, and producing print graphics and digital media material for reports, employee and constituent presentations, training, and special events.
- Assists in developing electronic media content and support for agency communications, including photography, scripting, audio and video recording, editing and graphics.
- Maintains agency archive of electronic production files, artwork, and images.
- Coordinates the maintenance of equipment, system components, and software necessary to create electronic media content.
- Prepares mockups for approval and supports agency presentations and public meetings.
- Troubleshoots system hardware and software problems.
- Assists in designing electronic media installations, evaluating equipment and software specifications, and recommending for purchasing equipment or software.
- Supports the conceptualization and creation of digital media content for the agency website and social media.

MINIMUM QUALIFICATIONS:

- Two (2) years experience in graphic arts and multimedia production. Graduation from an accredited four-year college or university with major coursework in in English, communication design, fine arts, graphic design, visual arts, or a related field is generally preferred.
- Experience and education may be substituted for one another.
- Skills in electronic media production, including pre-and post-production, editing, and webcasting, preferred.
- Writing and or editorial experience, preferred.
- Familiarity with web design (HTML) and content development is preferred.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge and skills in graphic and multimedia design, graphic design principles, techniques, tools, equipment and the commercial printing process.
- Skill in video and audio production, including scripting, editing, and post-production of video content for presentations or social media.
- Ability to plan the preparation of graphic design, multimedia design, or video projects and communicate effectively with team members through the process to meet required deadlines.



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- Experience using computer design, publishing, and/or editing software such as Adobe Creative Suite products, specifically InDesign, Photoshop, Illustrator, and Aftereffects, is a prerequisite.
- Experience with video editing software like Blackmagic DaVinci Resolve Studio and similar software.
- Proficiency in Microsoft Office (such as Outlook, Word, Excel, and PowerPoint) is a requisite.
- May be required to work on special event or emergency projects after business hours, including weekends and holidays.

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:

This classification functions in a standard office environment. There are no unusual dangers involved, but the position will have exposure to dust, environmental allergens, pathogens, and other microorganisms consistent with business activities and human contact. The position holder must be able to work effectively with people under varying conditions, must be able to work extended periods at a computer, and must be able to work longer than eight hours in a work-day as necessary. Physical requirements also include the ability to move items up to 30 lbs. and perform tasks requiring fine motor skills and coordination.

Veterans: Use your military skills to qualify for this position and others at TFC. Go to www.texasskillstowork.com to translate your military experience, training, and formal education into civilian job terms, qualifications, and skill sets.

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 25M Multimedia Illustrator, MC Mass Communication Specialist, 165X RL-Special Duty Officer-Public Affairs, PA Public Affairs Specialist, INF Public Information (Warrant), 4511 Recruiting Station Marketing and Communication Marine, 4503 Visual Information Officer (Warrant), 3N0X2 Broadcast Journalist, 35PX Public Affairs, other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Please call Human Resources at (512) 463-1717 with questions or for additional information.

Additional Military Crosswalk information can be accessed at
http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

Incomplete applications will not be considered.

Conditions of Employment:

Initial screening is based on the Education and Experience minimum qualifications defined in the job posting. Interviewee selection is based on applicant information explaining how they meet each Competency (Knowledge, Skills and Abilities) requirement. Follow application instructions and fill out application form completely for further consideration.

If selected for interview, all veterans must provide a DD214 long form. Official transcripts or other minimum requirement validations will be requested at the time of interview.

As part of its employment process, TFC may procure or have prepared a criminal background check. An applicant with an unsatisfactory criminal background check report is ineligible to be hired for the position for which the report is initiated.

Driver's record check will be conducted by the agency. Satisfactory driving records are required for driving state or personal vehicles and motor driven equipment to conduct agency business. CDL "Drivers" must consent to TFC's Drug and Alcohol Testing Policy against the illegal use of alcohol and drugs.

If hired, employee must provide document(s) within three (3) days of hire date that establish identity and employment eligibility. A complete list of acceptable documents is on file with the local Texas Workforce Commission office.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Note: Any male between the ages of 18 and 25 must show proof of registration with the Selective Service System before he can be selected for employment with the Texas Facilities Commission.

WIT Job Number: 15946827

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

**Texas Facilities Commission
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1711 San Jacinto, Austin, Texas 78711
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