



UNIVERSITY OF CENTRAL FLORIDA  
STAFF CLASS SPECIFICATION

Job Title: Senior Art Specialist  
Job Code: 003

Overtime Pay: Eligible

Primary Responsibility

This is work designing art work and graphic design material for publications, television, exhibits, and other media.

Typical Tasks

Designs brochures, pamphlets, exhibits, slides, and posters.  
Prepares original art work and photographs for publication.  
Determines copy space for story.  
Determines art work priorities based on production schedules.  
Consults with users regarding material.  
Designs and prepares layout of publications.  
Designs and coordinates construction of television studio sets or exhibits.  
Prepares bid specifications and publication cost statements.

Minimum Qualifications

A high school diploma and five years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.

For questions, please contact  
Compensation and Classification in Human Resources at  
[Comp@mail.UCF.edu](mailto:Comp@mail.UCF.edu)  
or call (407) 823-2771

UCF Human Resources website:  
<http://hr.ucf.edu>



UNIVERSITY OF CENTRAL FLORIDA  
STAFF CLASS SPECIFICATION

Job Title: Fine Arts Specialist  
Job Code: 001

Overtime Pay: Ineligible

Primary Responsibility

This is work providing artistic and technical support for fine arts or theater productions.

Typical Tasks

Coordinates set construction.  
Makes ground plans, color sketches, work drawings, and specification for productions.  
Selects furniture, pictures, and set pieces for decorative quality and appearance.  
Advises on costume and wardrobe requirements.  
Designs and installs lighting and sound equipment.  
Coordinates the shifting of scenery and lighting.

Minimum Qualifications

A high school diploma and six years of appropriate experience. Appropriate college coursework or vocational or technical training may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA  
STAFF CLASS SPECIFICATION

Job Title: Graphic Artist  
Job Code: 002

Overtime Pay: Eligible

Primary Responsibility

This is work creating graphic designs for publications.

Typical Tasks

Creates original designs.  
Conceptualizes design layout of finished art for reproduction.  
Coordinates the printing of finished graphic work.  
Researches subject matter.  
Advises on visual displays.  
Transforms verbal instructions into art work and graphic designs.  
Specifies kinds of printing type, picture scales, and paper style.  
Makes paste up for reproduction.  
Produces reproductions from instructions, photographs or objects.  
Designs and prepares cover and illustrative sketches for brochures, reports, maps, booklets, and pamphlets.  
Designs, lays out letters, and performs art work on posters, displays, charts, diagrams, show cards, and maps for publications or exhibitions.  
Studies design layout or proposed sketch and selects techniques.

Minimum Qualifications

A high school diploma and four years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.

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