

Job Opening

The Oklahoma Insurance Department has an opening in the Communications Division for a Graphic Media Artist II. The salary is \$38,288 to \$47,146. This position is open until filled.

Oklahoma Insurance Department
Attn: Human Resources
Five Corporate Plaza
3625 NW 56th St, Ste 100
Oklahoma City, OK 73112
Or
Human.Resources@oid.ok.gov

DEFINITION:

Under general supervision of the Public Information Manager, this position is responsible for publications management, website development and public relations campaigns. This includes writing, creating graphics, and modifications as may be required to support the business needs of the agency. Also responsible for researching, developing, writing, and editing publications, consumer education campaigns and public relations.

DUTIES AND RESPONSIBILITIES:

- Creates and designs high-quality communication pieces and materials, working with other members of the Communications Division & Marketing team to produce highly effective information.
- Generates and reviews literature in all areas of public communication to ensure accuracy of information and high design/visual standards.
- Work with members of the Communications and other divisions to implement the creative direction of the website and mobile applications.
- Create graphics and images in support of constant site development and maintenance.
- Maintain an understanding of existing and emerging Internet and Web technologies applying them to Web site in a consumer-friendly manner.
- Maintains branding standards for the agency and Insurance Commissioner.
- Establishes social media and email marketing campaigns and deliverables.
- Creates and develops video and audio presence for the agency.
- Assists with event management (including attending conferences and tradeshow) and develops visual aspects for all events the department attends.
- Assists with drafting Public Service Announcements and coordinating with vendors in airing on TV/radio.
- Write columns, articles, and stories to conform to publication or website style, editorial policy, and publishing requirements; edit material for publication in a cost-effective, productive, complete, accurate, and timely manner.
- Organize material and completes writing assignment according to established standards regarding statutes, order, clarity, conciseness, style, and terminology; organize information within communications projects to maximize clarity for the target audience.
- Supervise graphic design interns when available.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Prior experience with desktop publishing, graphic design, knowledge of printing processes, knowledge of multimedia applications, strong written and oral communication skills, and ability to manage multiple priorities and deadlines are all required. Ability to work in a fast paced environment with the ability to multi task and work well under time sensitive deadlines. Knowledge of internal computer operations and technology; of functional requirements needed to develop, modify and maintain a website; and of methods to analyze and resolve computer operating systems problems pertaining to the website. Experience with Microsoft FrontPage or equivalent software is required. Ability to understand and apply appropriate standards depending on the project, target audience, and objectives for the message. Must be proficient in news writing and public speaking. Excellent PC based graphic design skills needed must have experience with Adobe CS, including Photoshop, InDesign and Illustrator. Must be creative both in visual design and written word; must have a good eye for color & design. Ability to produce black & white, multi-color and 4-color process jobs.

EDUCATION AND EXPERIENCE:

Bachelor's degree in Journalism, Communications, Marketing, Graphic Design or a related field plus two (2) years of related qualified professional level experience required. In addition to the minimum qualifications, preference will be given to individuals who have completed at least nine hours of computer science/management information systems course work at an accredited college or university or a comparable vocational or technical education course resulting in certification in computer operations that relates to website development. Preference will be given to applicants with OK.GOV experience.

SUBMIT PORTFOLIO/DESIGN EXAMPLES WITH RESUME

ADDITIONAL REQUIREMENTS: Must pass background check.

NOTE: Employees of the Oklahoma Insurance Department cannot have an immediate relative who is financially interested, directly or indirectly, in any insurer, agency or insurance transaction (except as a policyholder or claimant). The selected applicant must be willing to travel, must not have a felony conviction, and must pass a background check.

Employees of the Oklahoma Insurance Department are unclassified employees of the state. For benefits offered by the State of Oklahoma to employees of the state, please use this link to access the Office of Personnel Management benefits page at [http://www.ok.gov/opm/HR and Employee Services/index.html](http://www.ok.gov/opm/HR_and_Employee_Services/index.html). EEO/AA