Graphic Artist / Webmaster Support Services

The Graphic Artist / Webmaster will support and maintain the overall look of all Telemedicine and Advanced Technology Research Center (TATRC)-issued communications materials which include: documents, reports, flyers, infographics, presentations, webpages, scientific posters, videos, and exhibit materials. The Graphic Artist / Webmaster will have primary access to the TATRC accounts held with the photo and videography subscription services. The Graphic Artist / Webmaster will be responsible for the production of the TATRC Times, the organization's quarterly web-based newsletter to include the design, layout, formatting and production which entails posting an electronic, web-based version. The Graphic Artist / Webmaster will conduct and perform regular stock media searches for the development of all TATRC presentation materials and will maintain a robust stock image library. The Graphic Artist / Webmaster will regularly populate, maintain, and edit the TATRC website in its entirety, which will include supporting all TATRC Labs and Program Initiatives.   The Graphic Artist / Webmaster may also be asked to provide photography support services of all activities and events sponsored and attended by TATRC.

Specific Services and Responsibilities Include:

- Design, build and format hi-level, graphic PowerPoint presentations for command staff, lab managers and other TATRC staff as requested, in accordance with DoD specifications.
- Design and create new print materials and programmatic content such as: logos, scientific posters, booklets, scientific / technical reports, brochures, trifolds, event & directional signage, etc. in support of TATRC hosted meetings, conferences, events and technical exhibits, providing a consistent TATRC brand and ensuring optimal print quality after being reviewed & finalized by the Marketing Director.
- Serve as the primary designer responsible for the layout, format and production of the Quarterly Newsletter, the TATRC Times which includes creating the interactivity of the final web-based PDF that links to our main webpage.
- Interface with printing and design vendors on collaborative projects to ensure accuracy, quality and timely delivery.
- Maintain and continually update an image library for relevant images related to all of TATRC's Key Labs & Program Initiatives.
- Design and print business cards for all IPAs, civilian and military personnel.
- Continually update and maintain content, events, news and photos on the TATRC public website and intranet, ensuring public content complies with government security protocol requirements & PAO, as directed and provided by Marketing Director.
- Maintain and update current web pages for TATRC's Key Labs & Program Initiatives and implement on-going improvements for new and existing lab webpages.
- Ensure relevant news content from the TATRC Website correlates directly with TATRC's Social Media platforms for consistency and continuity.
- Manage an annual archive of past news stories and content on the TATRC public website.
- Provide photography support services to capture the spirit of various events or demonstrations and save / file all images and media for later use.

<u>**Specific Technical Skills:**</u>

- Must be proficient in Adobe Creative Cloud Suite, specifically InDesign, Photoshop, Illustrator, Acrobat, Premiere and After Effects.
- Must be proficient in Microsoft Office Suite, specifically PowerPoint and Word.

<u>**Benefits:**</u> F/T Position includes a competitive salary (paid semi-monthly), paid annual vacation and paid federal holidays, employer-contributed medical and dental insurance, and employer-matching 401(k) retirement plan. Fully paid life and disability insurances. Eligibility for insurances and 401(k) plans begins within the first day of full time of employment. Position is located in Frederick, Maryland (Ft. Detrick). Position includes free parking.

<u>**Compensation:**</u> Salary offered will be commensurate with education and experience.

TO APPLY: Please send applications, including cover letter, salary requirements, and resume, to hr@endyna.com.