2020/2021 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: UVSS14 - Design Director

DEPARTMENT NAME: University of Victoria Students' Society - The Martlet

CONTACT NAME: Draven Clemah

JOB DESCRIPTION:

The Marketing and Advertising Coordinator is responsible for promoting and advertising the Martlet to members, readers, volunteers, and the community at large in order to represent Martlet stakeholder interests within the organization. The Marketing and Advertising Coordinator will be responsible for successfully completing the following duties:

Duties and Responsibilities

● Report to the Editor-in-Chief and the Business Manager on design and organizational decisions.
● Liaise with other part-time production staff of the Martlet.
● Take responsibility for the visual elements of the paper, website, and multimedia content, and with the Business Manager and the Editor-in-Chief, ensure all necessary requirements for bi-weekly publication of the paper have been met.
● Manage group of volunteers, regularly pitch and assign graphics and illustration tasks
● Prepare and upload final press-ready PDF files to the printer.
● Work with the Business Manager to design ads.
● With the Editor-in-Chief, take responsibility for uploading content to the Martlet website (in absence of web editor).
● Act as an information resource person for staff members regarding principles of design and layout.
● Assist staff and volunteers with aspects of design and layout as required.
● Attend weekly critiques of the paper, cover meetings, and editorial meetings.

QUALIFICATIONS:

● Proficiency with Adobe InDesign in a Mac environment
● Proficiency with Adobe Photoshop and Illustrator in a Mac environment
● Knowledge of newspaper layout principles
● Basic photo editing skills
● Demonstrable experience in creating informative graphic elements for print and web
● Familiarity with online content and/or publishing; experience with Wordpress and social media (Facebook, Twitter, etc.) a bonus
● Ability to work to deadlines in a student-oriented environment with individuals who hold diverse perspectives

Applicants must be eligible for Work Study Program
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php
● Basic knowledge of defamation and copyright laws
● Commitment to the goals of the Martlet
● Proficiency with CMS and/or publishing an asset

JOB LOCATION ON-CAMPUS: Student Union Building, room B011

WORK STUDY WAGE: $15.50/hour (including 4% vacation pay)

HOURS AVAILABLE: 340

HOW TO APPLY: Send cover letter, resume, and promotional samples to business@martlet.ca by September, 2019. Additionally, please drop off your work-study eligibility form as soon as possible in room B011 of the SUB, (250) 721-8359.