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| MSU-logo-2001 | JOB DESCRIPTIONVolunteer Position |

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| **Position Title:** | ***The Silhouette* Production Assistant** |
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| **Term of Office:** | September 1 to April 30 |
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| **Supervisor:** | *The Silhouette* Production Editor |
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| **Remuneration:** | Volunteer |
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| **Hours of Work:** | Variable as assigned by the Editor-In-Chief |

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| **General Scope of Duties** |
| The Production Staff Position will assist the Production team with mostly web page layout and design, and graphic design requests for articles as needed. The role will also assist the *Silhouette* section editors with creating graphics and solving problems when using WordPress, exploring website functions around engagement and interactivity for articles. The Production Assistant may also create small graphics and infographics for online, print and social media as needed.If the *Silhouette* is to publish a print product, the Production Assistant will assist the Production Editor and section editors with graphic design requests and page layout. |

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| **Major Duties and Responsibilities** |
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| **Category** | **Percent** | **Specifics** |
| Layout & Production Function | 75% | * Explore website (*WordPress.org*) functions around engagement and interactivity
* Assist the Production Editor and Section Editors in laying out website and print pages
* Assist with corrections of layouts as needed
* Create small graphics and infographics for online, print and social media as needed
* Provide guidance and assistance in choosing photos, graphics, fonts, and the organization of page layout as needed
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| Other  | 5% | * Other duties as assigned by Production Editor
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| Communications Function | 20% | * Provide Section feedback to the Production Editor and Editor-in-Chief in weekly meetings
* Communicate with the Production Editor and section editors to ensure graphics/layouts fit article theming
* Provide layout assistance to section editors
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| **Knowledge, Skills and Abilities** |
| * Flexibility, attention to detail and enthusiasm are key
* Personal skills to work with colleagues and volunteers
* Strong knowledge of WordPress, and at least one of Adobe Illustrator, InDesign and Photoshop
* Time management and organizational skills required
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| **Effort & Responsibility** |
| * Provide feedback to the Production Editor and Editor-in-Chief in weekly meetings
* Create graphics and assist in facilitating the visual presentations of articles online and in print when necessary
* Attention to detail to maintain accuracy and balance
* Effort required to maintain thought and creative expression until the completion of a project
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| **Working Conditions** |
| * Will work from home until further notice
* Hours of work are variable
* Late evening work is involved
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| **Training and Experience** |
| * Experience with website and design software is required
* Previous experience with the *Silhouette* is an asset
* Basic design training will be administered to teach *Silhouette* branding and layout templates, in addition to basic journalism ethics and Canadian Press style training
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| **Equipment** |
| * Personal computer and/or digital equipment is required to perform layout and graphic design responsibilities
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