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| . MSU-logo-2001 | MEMO*From the office of the…*Vice-President (Finance) |
| TO: | Members of the Executive Board |
| FROM: | Jess Anderson –  On behalf of Justin Parker: Silhouette Editor-In-Chief |
| SUBJECT: | Silhouette Production Assistant – Volunteer Position |
| DATE: | December 3rd 2020 |

Dear Executive Board,

“The *Silhouette* is hoping to add this volunteer position to our Production Team so it may help continue to improve the visual presentation of our product.

Over the last few years, we have seen the number of paid staff on our Production Team get reduced by a couple of positions, and we do miss the extra visual expertise that the staff provided. The remaining positions only have so much time every week.

This position is designed with a heavier focus on the online components of the *Sil* as our website is our main focus for this year, but it will also play a key role as technology continues to progress. The official position that comes with perks including a byline and spot on the masthead is something that will help to keep this volunteer engaged and dedicated to the *Sil*.” – Justin Parker

Please find the Volunteer Job Description for the Production Assistant within the circulated documents. If you have any questions about the Job Description in advance of the EB meeting please feel free to direct them to Justin, at [justinparker@thesil.ca](mailto:justinparker@thesil.ca) .

Best,

Jess Anderson

Vice-President (Finance)

McMaster Students Union

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