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| MSU-logo-2001 | JOB DESCRIPTION  Part Time Staff |

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| **Position Title:** | ***The Silhouette* Multimedia Coordinator** |
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| **Term of Office:** | September 1 to April 30 |
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| **Supervisor:** | *The Silhouette* Multimedia Editor |
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| **Remuneration:** | TBD |
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| **Hours of Work:** | 6-8 hours per week |

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| **General Scope of Duties** |
| The Multimedia Coordinator will assist the Multimedia Editor with graphic design requests for articles, web page layout and design. The role will also assist the Silhouette section editors with creating graphics and solving problems when using InDesign and WordPress. |

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| **Major Duties and Responsibilities** | | | | |
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| **Category** | | **Percent** | **Specifics** | |
| Layout & Multimedia Function | | 75% | * Assist the Multimedia 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 | |
| Other | | 5% | * Other duties as assigned by Multimedia Editor | |
| Communications Function | | 20% | * Communicate with the Multimedia Editor and section editors to ensure graphics/layouts fit article theming * Provide layout assistance to section editors | |
| **Knowledge, Skills and Abilities** | | |
| * Flexibility, attention to detail and enthusiasm are key * Personal skills to work with colleagues and volunteers * Strong knowledge of Adobe InDesign, Photoshop, Illustrator and WordPress * Time management and organizational skills required * Knowledge of Media Law and Canadian Press style | | |

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| **Effort & Responsibility** |
| * Attention to detail to maintain accuracy and balance * Effort required to maintain thought during long hours |

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| **Working Conditions** |
| * *Silhouette* office (open office with many computer terminals and a lounge) * Time demands may exceed stated hours of work * Late evening work is involved |

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| **Training and Experience** |
| * Experience with 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 |

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| **Equipment** |
| * Computer equipment to perform layout and graphic design responsibilities |