

# The Meliorist Publishing Society

## Position Description – Designer

\*Given the current Covid-19 situation, employees will not be required to hold in-office hours. Any work that does not require using office equipment may be done remotely.

**Position Title:** Designer

**Reports to:** The Editor-in-Chief

**Work Term:** September 1, 2020 - April 30, 2020

*\*Applications are due by August 10, 2020*

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**Role Purpose:** The Designer is responsible for developing, structuring, and laying out various elements of the Meliorist Magazine as well as posters and promotional materials (in association with the Website and Marketing Coordinator). The Designer may also create original artistic content for print and online publications.

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### Key Responsibilities:

- Oversee the design and production of all media representing The Meliorist.
- Ensure the magazine is printed regularly, on time and to the highest standards in collaboration with the Editor in Chief.
- Attend monthly staff meetings.
- Develop illustrations, photographs and other graphic design elements for online and print publication.
- Develop conceptual designs that are creative and innovative.
- Responsible for meeting all print and content deadlines.
- Attend monthly staff meetings.

Essential Skills	Essential Attributes
<ul style="list-style-type: none"><li>• Extensive knowledge and experience with graphic design and layout</li><li>• Proficiency in Adobe InDesign, Adobe Illustrator and Adobe Photoshop</li></ul>	<ul style="list-style-type: none"><li>• Organized and manages time efficiently</li><li>• Works well in a team environment</li><li>• Creative, cooperative and open-minded.</li></ul>

**Work Hours/Schedule:** The position schedule is flexible and may change from week to week, totalling 30 hours per month.

**Compensation:** \$20/hour

**Reimbursement of Expenses:** The employee will be reimbursed for travel and other expenses incurred while carrying out their responsibilities on behalf of the Society, provided these expenses are approved in advance by the Business Manager.

**Note:** The Meliorist is an equal opportunity employer. Hiring preference will be given to students. The Meliorist does not tolerate racism, sexism or discrimination

