



# Designer – Position Description

**Position Title:** Designer

**Reports to:** Editor-in-Chief (Primary) & Business Manager (Secondary)

**Work Term:** July 2023 to April 30<sup>th</sup>, 2024

**Work Hours:** Scheduling is flexible, and hours will vary from month to month, up to a maximum of 20 hours. Staff will be expected to work from our on-campus office a minimum of 6 hours per month.

**Compensation:** \$20/hour

To apply, please send your resume and links to a digital portfolio to [hirinq@themeliorist.ca](mailto:hirinq@themeliorist.ca).

**Application Deadline is June 26<sup>th</sup>, 2023.** Any questions can be sent to [hirinq@themeliorist.ca](mailto:hirinq@themeliorist.ca).

## Description

The Designer is responsible for developing, structuring, and laying out various elements of *The Meliorist* print magazine, posters and promotional materials, in collaboration with the Editor-in-Chief and Business Manager. The Designer should also create original artistic content for print and online publications. Training and professional development can be provided.

## Key Responsibilities

- Design and layout the printed publication
- Work with the Editor-in-Chief to ensure that the publication is prepared on time and to the highest standards
- Develop illustrations, photographs and other graphic design elements for online and print publication
- Work with the entire team by providing regular office hours each month and collaborate with the Editor-in-Chief, Business Manager and Social Media Coordinator on promotional media content
- Attend regularly scheduled staff meetings
- Communicate regularly with the Editor-in-Chief

## Essential Skills

- Extensive knowledge and experience with graphic design for both print and digital publication
- Proficiency in Adobe InDesign, Adobe Illustrator, Adobe Photoshop, and Canva
- Organized and manages time efficiently

## Essential Attributes

- Works well in a team environment
- Creative
- Cooperative and open-minded
- Able to handle constructive criticism in a healthy manner
- Excellent planning and communication skills

**Note:** The Meliorist Publishing Society is an equal opportunity employer. Due to the nature of the publication, hiring preference will be given to current students or recent alumni of the University of Lethbridge. The Meliorist does not tolerate racism, sexism, transphobia, xenophobia, or discrimination on any grounds.

**Note:** The positions of Designer and Social Media Coordinator may be merged into a single position for the right candidate.