

JOB POSTING - SAIT STUDENTS' ASSOCIATION



POSITION: ILLUSTRATIONS EDITOR

LOCATION: SAIT Main Campus

POSITION SUMMARY

Reporting to the Publications Editor and Publications Manager, respectively, this position's primary focus is generating and managing volunteer graphic content for the weekly student newspaper, the Weal. The Illustrations Editor will respond to requests from the Publications Editor, other section editors as required, and file illustrations in a timely manner.

RESPONSIBILITIES

1. Liaise with the Production Editor and section editors to provide illustrations necessary to publish a high quality, visually compelling and engaging newspaper.
2. Respond to illustration requests and assignments from the Production Editor.
3. Work with volunteers to develop additional artwork.
4. Meet all deadlines as determined by the Publications Editor.
5. Contribute up to 5 hours a week in the execution of his/her duties.

DUTIES

The Illustrations Editor shall:

1. Respond to illustration requests.
2. Keep in close contact with Publications Editor and section editors to ensure quality communication.
4. Comply to deadlines
5. Proof illustration related sections work on production days
6. Submit all illustrations to the Publications Editor to the FTP with credit information and identifying file name. Final deadline for illustrations is Monday before publication at 9 a.m.
8. Attend weekly staff meetings and be prepared to discuss illustration needs.
9. Provide up to three feature illustrations per issue and a minimum of four illustration-based covers per publication year – during issues that the illustrations editor has created a cover, expectations for the number of non-volunteer feature illustrations will be reduced based on discussion with staff.
10. Work with and develop a volunteer base to create original illustrations and comic work.
11. Liaise with Photo Editor and section editors for cover ideas.
12. Attend weekly copy editing sessions to ensure illustrations and copy are in order.
14. Represent The Weal publicly on campus as appropriate.

REPORTING RELATIONSHIPS

Reports to: Publications Editor, and Publications Manager

Supervises: Volunteer illustrators

QUALIFICATIONS

- Currently enrolled in a SAIT program.
- Responsible, mature and dependable.
- Sufficient graphic and illustration skill to maintain regular contributions.
- Able to lead and guide others.
- Visual thinker with an ability to support content with compelling images.
- Excellent time management skills.
- Good communicator, possessing solid written skills.

EVALUATION

The Illustrations volunteer will be evaluated once in the fall and again in the winter semester during the academic year.

APPLICATION

Please submit your cover letter, resume, references and one example of your work along with your winter semester class schedule to lambie.hamilton@edu.sait.ca by 4pm Friday, February 9, 2018.

