



GRAPHIC DESIGNER

POSITION SUMMARY

Reporting to the Layout Editor, this position's primary focus is generating graphic content for the monthly student magazine, the Weal. The Graphic Designer responds to requests from the Layout Editor, and other editors as required.

RESPONSIBILITIES

1. Liaise with the Editor-in-Chief, Layout Editor, and section editors to provide the graphics department with design necessary to publish a high quality, visually compelling and engaging magazine.
2. Respond to illustration requests and assignments from the Publications Coordinator, and Editor-in-Chief.
3. Work with volunteers to develop additional artwork.
4. Meet all deadlines as determined by the Publications Coordinator and Editor-in-Chief.
5. Contribute in the execution of duties on a weekly part-time basis.

DUTIES

The Graphic Designer shall:

1. Respond to graphic design and layout requests.
2. Keep contact with the Publications Coordinator, Editor-in-Chief, and section editors for quality communication.
3. Comply to deadlines.
4. Proof graphics-related sections work on production days.
5. Submit all illustrations to the Editor-in-Chief with an identifying file name.
6. Attend weekly staff meetings and be prepared to discuss graphics needs.
7. Liaise with section editors for graphics and layout ideas.
8. Attend weekly copy editing sessions to ensure graphics and copy are in order.
9. Represent the Weal publicly on campus as appropriate.

REPORTING RELATIONSHIPS

Reports to: Publications Coordinator, Editor-in-Chief

Supervises: Volunteer graphic designers

QUALIFICATIONS

- Currently enrolled in a SAIT program.
- Responsible, mature, and dependable.
- Sufficient graphic and illustration skill to maintain regular contributions.
- Able to lead, work with, and communicate with others.
- Excellent time management skills.

APPLICATION

Applicants are to email their resume, cover letter, and portfolio to theweal@gmail.com with the subject-line "Weal Graphic Designer 2019- 2020" by Feb. 15, 2019.

