|  |  |
| --- | --- |
| MSU-logo-2001 | JOB DESCRIPTION  Volunteer |

|  |  |
| --- | --- |
| **Position Title:** | **Shinerama Media + Design Coordinator** |
|  |  |
| **Term of Office:** | April 1 – September 30 |
|  |  |
| **Supervisor:** | Shinerama Campaign Coordinator |
|  |  |
| **Remuneration:** | Volunteer position |
|  |  |
| **Hours of Work:** | 10 hours per week (minimum) |

|  |
| --- |
| **General Scope of Duties** |
| Assist the Shinerama Campaign Coordinator with the development of all marketing, publications and promotional of the Shinerama campaign and its events in conjunction with the Underground Media + Design Centre. This person will work with the Shinerama Campaign Coordinator in designing a sponsorship package. |

|  |  |  |
| --- | --- | --- |
| **Major Duties and Responsibilities** | | |
|  | | |
| **Category** | **Percent** | **Specifics** |
| Responsibilities | 100% | * Create posters, t-shirt design and advertisements for Shinerama fundraisers * Work closely with the Underground Media + Design to develop any and all publication materials * Assist the Promotions Coordinator with implementation of marketing campaigns in the McMaster and Hamilton communities * Develop sponsorship packages with the Sponsorship Coordinator, in line with the MSU Visual Identity Guide and utilizing MSU Underground Media & Design * Provide a transition report for the incoming Shinerama Media + Design Coordinator * Attend regular Exec meetings |

|  |
| --- |
| **Knowledge, Skills and Abilities** |
| * Organization and time management skills * Creativity (use of Photo Shop / Publisher and other design programs is an asset) * Strong communication skills * The ability to work well with others as a part of a team |

|  |
| --- |
| **Effort & Responsibility** |
| * Attention to detail * Responsible for increasing awareness of fundraising initiatives amongst MSU departments, especially clubs and services through the creation of promotional materials |

|  |
| --- |
| **Working Conditions** |
| * Time demands may exceed the hours stated, particularly during times preceding major events and activities * Office space is shared |

|  |
| --- |
| **Training and Experience** |
| * Experience creating posters and advertisements for campaigns * Leadership and teamwork experience * Experience with marketing and promotions campaigns * Specific and further training will be provided |

|  |
| --- |
| **Equipment** |
| * Shared workstation |