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| MSU-logo-2001 | JOB DESCRIPTIONVolunteer |

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

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| **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.  |

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| **Major Duties and Responsibilities** |
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| **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
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| **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
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| **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
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| **Working Conditions** |
| * Time demands may exceed the hours stated, particularly during times preceding major events and activities
* Office space is shared
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| **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
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| **Equipment** |
| * Shared workstation
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