

POSITION DESCRIPTION

POSITION TITLE: Lot's Wife Graphic Designer

FRACTION: 15 – 20 hours per month

RENUMERATION: To be discussed in conjunction with the Business Manager

INCUMBENT: _____
SIGNATURE _____ **DATE** _____

APPROVED BY SUPERVISOR: _____
TITLE: _____
SIGNATURE _____ **DATE** _____

POSITION DESCRIPTION

ORGANISATIONAL CONTEXT

The Graphic Designer is located within the Lot's Wife Department under the Business Unit of the MSA, which reports directly to the Business Manager.

The Graphic Designer is responsible for the design of the paper in conjunction with the editors to assist in the production of the graphic component of the publication.

KEY RESULTS AREAS AND RESPONSIBILITIES

- Designing front covers for the eight editions of Lot's Wife in 2009 that reflect the theme of the edition.
- Layout of the centre spread, contents page and editorial page of each edition.
- Providing technical assistance, on short notice, for the layout of the rest of the magazine.
- Designing a new masthead for 2009.
- Revamping the Lot's Wife Advertising Prospectus.

KEY SELECTION CRITERIA:

Prerequisites

- Proficiency in Adobe Creative Suite 3,
- InDesign,
- Illustrator
- Photoshop.
- Ability to travel to Monash Clayton

OTHER JOB RELATED INFORMATION:

As part of the application process we would like all candidates to submit examples of their portfolio, and to think about a magazine cover and centre spread, with text and images, in line with the theme of "The Virgin Suicides".