

CREATIVE CONTENT MANAGER

The Role of the Creative Content Manager

The Creative Content Manager is a hired student member of the management team of the MSVU Students' Union. The Creative Content Manager is responsible for print, video and digital graphic design content for the Students' Union and its events, campaigns and services.

DETAILS

The Creative Content Manager will provide, but is not limited to print, video and digital graphic design support to the entire Students' Union operations including graphics for the MSVUSU website, services, posters, newsletter, plasma screens, calendar, brochures, advertisements and social media.

REQUIREMENTS/QUALIFICATIONS

- Good written and oral communication skills.
- Excellent graphic design skills.
- Graphic design, desktop publishing, and printing preparation experience.
- Excellent working comprehension of Adobe Creative Suite (Photoshop, Illustrator, InDesign, Premiere).
- Experience with website maintenance via content management systems.
- Must be a Mount student enrolled in at least one course per academic term with a GPA no less than 2.0.

Core Competencies:

Communication, Graphic, Print and Video Software, Marketing, Social Media, Content Management Websites.

POSITION DETAILS

- This is a part-time student position eligible to any registered Mount student.
- Position is paid hourly based on the current MSVUSU student management rate.
- Hours are arranged around course schedule and MSVUSU work demand.

INCOMING TRANSITION

- Work with the Students' Union executive, management and services on graphic content needs and deadlines for the upcoming academic year.
- Training for working knowledge of all MSVUSU social media platforms, the MSVUSU website mountstudents.ca and media outlets on campus.
- Meet with the General Manager to become familiar with Union/University policies, key contacts and union brand guides and standards.
- Participate in any workshops, retreats and visioning sessions deemed necessary.

RESPONSIBILITIES AND DUTIES

- Print and digital graphic design for Students' Union operations including:
 - Students' Union business services: Vinnie's, the Crow 'n Go Snack Bar, the Crows Nest Computer Lounge, the HUB Information Desk, the Seton Welcome Desk, the Fountain Playcentre, the MSVUSU Pride Centre, the MSVUSU Health and Dental Plan, the MSVUSU Wellness Centre and Pantry, the MSVUSU Board Room and MSVUSU in general including the following areas:
 - Student life events
 - Union information fairs, town halls, elections and special events
 - Union campaigns
 - Union Newsletter
- Producing graphic content for the MSVUSU website, print display, marketing pieces, plasma screens and social media.
- Producing various promotional videos for the Students' Union.
- Special project work