Summer School 2016 Position Description

Zine Editor

The Zine Editors are responsible for the publication of the Summer School magazine – the Zine (about four A4 pages) – a publication for students and tutors that contains a schedule for the day’s events, necessary program information, helpful study tips, and fun activities. In addition to the daily Zines, the Zine Editors are also responsible for producing the final ‘Megazine’ of around 20 pages at the end of the program.

Some applicants for this role should be familiar with Adobe InDesign, Microsoft Publisher or equivalent programs and be very comfortable working with a team to meet strict deadlines. Applicants should have publishing, design or similar media experience or alternatively a journalistic interest.

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<th>Title</th>
<th>Zine Editor</th>
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<td>Number of positions</td>
<td>4 or 5</td>
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**Main duties and responsibilities**

- Prepare the Zine every weekday during the Summer School as a method of communication for students and tutors.
- Work cooperatively with the Zine Team in decision making and attend the Zine Meetings on specific days before, during and after the program.
- Prepare a ‘pre-Zine’ to be distributed to students and tutors before the program as a way of communicating important information about the upcoming program.
- Collect and compile relevant logistical information from relevant Directors and Activities Coordinator to be published in the Zine for each morning.
- Develop ideas for Zine articles such as competitions (including Stud Muffin), puzzles etc.
- Work with Directors to develop ideas for extra Zine content specific to ongoing needs of students and tutors.
- Be responsible for the printing and distribution of the Zine.
- Be present at all events in the Day Program to take photos and video activities, taking into account students’ cultural backgrounds and their acceptance of being present in print media.
- Be encouraging and proactive to engage students in photos and the generation of content for the Zine.
- To have applied for and received the Working With Children Check by the commencement of Summer School 2015, and signed the indemnity form indicating agreement with all terms and conditions stated.

**Reporting**

Directors
Responsibilities Common to all Roles

- Assist in ensuring that the program runs smoothly.
- Be a mentor (both personally and academically) to the group of students assigned to you.
- Follow Program rules and procedures, including the Harassment and Bullying Policy.
- Ensure that students follow the rules of the program.
- Help out in the event of an unforeseen emergency.
- Communicate concerns about students’ progress or welfare to the Resi coordinator and/or directors as appropriate.
- To have applied for and received the Working With Children Check by Summer School 2016, and signed the indemnity form indicating agreement with all terms and conditions stated.

Time Commitment

Zine Editors are expected to produce a daily Zine on a strict print deadline. In the past this has had Zine Editors in the office from 9am-5pm throughout the Program. You are expected to manage Zine commitments alongside tutoring your classes.

You will be required to attend Tutor Camp from 27th-29th November, 2016.