

## VCE Summer School 2021 Position Description

### *Zine Editor: Media Officer*

In addition to the duties of a Zine Editor, the Media officer will be required to work as part of the zine team to generate content which can be used for the zine and VCESS's social media platforms, including but not limited to Facebook, Instagram and Snapchat, in order to increase engagement and interest during the Program. Team members will also be required to create content of a lasting nature, including photos and videos, to build a library of program happenings for future use. Applicants will have organisational and time-management skills, be passionate about sharing VCESS with a wider audience, and have some experience with or are willing to learn about marketing, media, communications or design.

<b>Title</b>	Zine Editor: Media Officer
<b>Number of positions</b>	1-2
<b>Main duties and responsibilities</b>	<ul style="list-style-type: none"><li>• Collaboratively work as a team to plan and create media content for use in the zine and VCESS's social media platforms</li><li>• Where possible, include and source appropriate student media content for the zine</li><li>• Provide representation at all events during the VCESS day program</li><li>• Liaise with other teams and the Directors to photograph and video events and activities in the lead-up to and during VCESS</li><li>• Source additional media content outside of VCESS events where appropriate (i.e. Team photos for the Megazine)</li><li>• Liaise with the directors to provide appropriate photo, video and other media content for VCESS's social media platforms</li><li>• Balance the duties and responsibilities of Media Officer with those of a Zine Editor (see Zine Editor Position description)</li></ul>
<b>Reporting</b>	Zine Coordinator

### **Responsibilities Common to all Roles**

- Be committed to promoting an inclusive and welcoming environment within the VCESS community for all students and tutors.
- Assist in ensuring that the program runs smoothly.
- Be a mentor (both personally and academically) to students whilst maintaining a level of professionalism appropriate to the program.
- Ensure that students follow the rules of the program.
- Assist in the event of an unforeseen emergency.
- Communicate concerns about students' progress or welfare to the Welfare Team, Residential Coordinator and Directors as appropriate.
- Follow sign-in procedure each day.
- Follow Program rules and procedures, including the UMSU *Acceptable Conduct*, *Child Safety* and *Volunteering Policies*; and the VCESS *Tutor Expectations*, *Social Media*, *Tutor Absence* and *Appropriate Relations and Conduct Policies*.

- Hold a current and valid Working With Children Check, sign the relevant indemnity form and agree with all terms and conditions stated therein by the commencement of the 2022 program

**Time Commitment**

Subject Tutors are required to be on campus to teach all six of their one hour classes. You must also be available to provide one-on-one tutoring to students during the program. All tutors must also attend and participate in at least one Guided Private Study Session during the program.

The Media Team must have representation at major events.

Training will be provided in late November.