

VCE Summer School 2023 Position Description

Zine Coordinator

The Zine Coordinator is responsible for collaboratively managing a team of Zine Editors to create a daily VCESS publication called the Zine, and mentor students to create content specific to their interests for the same publication. Further guidance is provided in the Zine Editor position description.

The Zine Coordinator is also responsible for managing communication with other teams as appropriate, the production of an end-of-program 'Megazine' and the administration of the Studmuffin Competition. Stronger applicants will have some publishing and design experience or an excellent understanding of the requirements of VCESS. Applicants with knowledge or experience of publishing or typesetting software or tools, such as Microsoft Publisher, Canva or Adobe InDesign will be especially competitive, but this knowledge is not required of all successful applicants.

Title	Zine Coordinator
Number of positions	1
Desirable Attributes	<ul style="list-style-type: none">• Strong initiative, organisation and time management skills• Creative skills or knowledge of publishing and typesetting software such as Microsoft Publisher or Adobe InDesign
Skills Developed in this Role	<ul style="list-style-type: none">• Communication and collaboration skills• Marketing skills, including pitching to target audiences, content curation and production, and responding to market demand• Volunteer and project management
Main duties and responsibilities	<p>In addition to the responsibilities of the Zine Editor role, the Zine Coordinator is required to:</p> <p>Before the program:</p> <ul style="list-style-type: none">• Engage in training run by the Directors before the program (about 3 hours over October to December).• Develop and run training for the Zine Editors (about 5 hours over October to December).• Plan and organise a 'pre-Zine' to be electronically distributed to students and tutors in the week before the program, delegating tasks among the Zine Editors (about 5 hours).• Meet with the Directors to share plans and progress (at least 3 hours between October and January). <p>During the program:</p> <ul style="list-style-type: none">• Coordinate the production of the Zine every weekday and the creation of social media content throughout the program.• With guidance from the Directors, oversee the documentation of the program through photos, videos, and student creativity.

	<ul style="list-style-type: none"> • Liaise with other teams as appropriate to include content in the Zine and promote other teams' services and activities. • Coordinate the production of a 'Megazine' with guidance from the Directors, which celebrates VCESS participants and acts as a "year (two week) book" for the program. • Manage the administration and vote-counting for the Studmuffin Competition (an inner beauty competition where students and tutors vote for someone or something that deserves recognition). <p>After the program</p> <ul style="list-style-type: none"> • Attend a debrief meeting organised by the Directors to share reflections on the program and Events team (1 hour).
Reporting to	Directors

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 Code of Conduct.
- 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 2023 program

Time Commitment

Training, planning and pre-Zine creation will be provided in November to December. The pre-program time commitment for these responsibilities is expected to be 15 to 20 hours.

Zine Editors are expected to produce a daily Zine on a strict deadline. In the past this has had Zine Editors in the office from 10.00am-4.00pm throughout the Program. You are expected to manage Zine commitments alongside tutoring your classes. The Zine team will be required to attend training (subject to change), and meet with the Directors prior to the commencement of the program.