

VCE Summer School 2023 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. Media Officers 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.

Title	Zine Editor: Media Officer
Number of positions	1-2
Desirable Attributes	<ul style="list-style-type: none">• Organisation, adaptability and time management• Creative skills or knowledge of photo and video editing software
Skills Developed in this Role	<ul style="list-style-type: none">• Social media content development and scheduling• Engagement and targeting for diverse audiences
Main duties and responsibilities	<p>In addition to the responsibilities of the Zine Editor role, the Media Officer is required to:</p> <p>Before the program:</p> <ul style="list-style-type: none">• Engage in training and planning run by the Directors before the program (about 2 hours over November to December).• Attend Tutor Refresher Day (5 Jan) to capture training and tutor activities. <p>During the program:</p> <ul style="list-style-type: none">• Create social media content during the program to promote student engagement.• Liaise with the directors to provide appropriate photo, video and other media content for VCESS's social media platforms.• Digitally document the program through photos and videos of student activity.<ul style="list-style-type: none">o Provide representation at all events during the VCESS day program.o Where practicable, include and promote appropriate student media content.• Liaise with Directors and relevant Coordinators to compile relevant content and logistics information.<ul style="list-style-type: none">o Organise photos of all Special Role teams in collaboration with the Directors and coordinators.• Balance the duties and responsibilities of Media Officer with those of a Zine Editor (see Zine Editor Position description).

	After the program <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	Zine Coordinator 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 up to 10 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.