

VCE Summer School 2023 Position Description

Zine Editor

Zine Editors work to create a daily VCESS publication called the Zine, and mentor students to create content specific to their interests for the same publication. The Zine acts as a means of communication between and amongst students and tutors. In the past it has contained:

- a schedule for the day's events;
- necessary program information;
- student written articles and artwork;
- study tips;
- fiction pieces; and
- quizzes, memes, crosswords, and challenges.

Although Zine Editors will be responsible for pitching and developing some content themselves, they will also be expected to encourage and engage students to produce material for the Zine. Editors will therefore also need to source and work with interested students in a "mentor" capacity to help them develop content that will then be published. Zine Editors should have the ability to work to strict deadlines as part of a team, and the ability to provide constructive feedback to students. Applicants should have publishing, design or social media communications experience or alternatively a journalistic interest.

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| Title | Zine Editor |
| Number of positions | 8-10 (including Media Officers) |
| Desirable Attributes | <ul style="list-style-type: none">• Organisation, adaptability and time management• 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• Mentorship, editing and feedback for creatives• Marketing skills, including pitching to target audiences, content curation and production, and responding to market demand |
| Main duties and responsibilities | <p>Before the program:</p> <ul style="list-style-type: none">• Engage in training and planning run by the Coordinator before the program (about 5 hours over November to December).• Prepare a 'pre-Zine' to be electronically distributed to students and tutors in the week before the program (about 5 hours). <p>During the program:</p> <ul style="list-style-type: none">• Prepare the Zine every weekday during the Summer School as a method of communication for students and tutors.<ul style="list-style-type: none">○ Collect, edit and integrate student- and tutor-made material for the Zine.○ Liaise with Directors and relevant Coordinators to compile relevant logistics information.• Source and mentor interested students to develop and publish content for the Zine, including written, visual and other media. |

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| | <ul style="list-style-type: none"> o Promote the integration of student work produced in classes, events, workshops or independently. • Capture student activities on program, including attending events to take photos and videos. • Organise and assist in counting votes for the Studmuffin Competition (an inner beauty competition where students and tutors vote for someone or something that deserves recognition). • With guidance from the Directors, produce a ‘Megazine’ which celebrates VCESS participants and acts as a “year (two week) book” for the program. |
| 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.