

VCE Summer School 2021 Position Description

Zine Coordinator

The Zine Coordinator is responsible for collaboratively managing a team of Zine Editors in the creation of a daily printed VCESS publication called the Zine, as well as establishing opportunities for student-Zine mentoring and student content publication, liaising with other teams as appropriate including the Social Media Team, establishing the 'inner-beauty' Studmuffin competition and delivering the publication of an end-of-program 'Megazine'.

In the past the Zine 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.

However, the direction and day-to-day content of the Zine is determined by the Zine Editors, and past programs' Zine content is not determinative of the Zine in any given year. Further guidance is provided in the Zine Editor position description.

In addition to the daily Zine, the Zine Coordinator must coordinate the production of an end-of-program 'Megazine' of approximately 20 colour pages featuring content suitable for a yearbook-style publication. The Zine Coordinator must also ensure the running of the Studmuffin Competition, an inner beauty contest that invites program participants to repeatedly vote for someone or something that deserves recognition.

More competitive applicants will have some publishing, design or managing experience, be comfortable taking initiative and be skilled at time-management and organisation.

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
Main duties and responsibilities	<ul style="list-style-type: none">● Prepare the Zine every weekday during the Summer School as a method of communication for students and tutors.● Be encouraging and proactive to engage students in photos and the generation of content for the Zine, including creating active and passive opportunities for student content creation.● Source and assist interested students in a mentoring capacity to develop new ideas for content, and then produce that content for publication.● Work cooperatively with the Zine Team in decision making and hold preparatory Zine Meetings on specific days before, during and after the program.

	<ul style="list-style-type: none"> ● Prepare a 'pre-Zine' to be electronically distributed to students and tutors before the program as a way of communicating important information about the upcoming program. ● Liaise with Directors and relevant Coordinators in compiling relevant logistical information to be published in the daily Zine. ● Liaise with other teams as appropriate for inclusion of content in the Zine and promotion of other teams' services and activities. <ul style="list-style-type: none"> ○ Liaise with the Social Media team in creating a cohesive social media campaign across selected platforms throughout the duration of VCESS. ● Organise and assist in count votes for the <i>Studmuffin Competition</i> (an inner beauty competition where students and tutors vote for something that deserves recognition).
Reporting	Directors
Direct reports	Zine Editors

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 Conduct and Relations 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 2021 program.

Time Commitment

The Zine Coordinator is expected to supply a daily Zine to the Directors on a strict print deadline. In the past this has had Zine team members 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 during the following weeks (subject to change), and meet with the Directors prior to the commencement of the program.

- Week of 19th of October
- Week of 14th of December