

## VCE Summer School 2020 Position Description

### *Zine Editor*

Zine Editors work to create a daily printed 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.

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.

In addition to the daily Zine, Zine Editors must together produce a 'Megazine' which celebrates VCESS participants and acts as a "year (two week) book" for the program.

The Zine Editors are also responsible for the delivery of the Studmuffin Competition: an inner-beauty contest that invites program participants to repeatedly vote for someone or something that deserves recognition.

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. Previous Zines have used direct callouts and work developed in classes and workshops, but integration of student work is developed by the Zine Editors.

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 with knowledge or experience of publishing or typesetting software such as Microsoft Publisher or Adobe InDesign will be especially competitive, but this knowledge is not required of all successful applicants. Applicants should have publishing, design or social media communications experience or alternatively a journalistic interest.

<b>Title</b>	Zine Editor
<b>Number of positions</b>	4 or 5
<b>Main duties and responsibilities</b>	<ul style="list-style-type: none"><li>• Prepare the Zine every weekday during the Summer School as a method of communication for students and tutors.</li><li>• Be encouraging and proactive to engage students in photos and the generation of content for the Zine.</li><li>• Source and assist interested students in a mentoring capacity to develop new ideas for content, and then produce that content for publication.</li></ul>

	<ul style="list-style-type: none"> <li>• Work cooperatively with the Zine Team in decision making and attend the Zine Meetings on specific days before, during and after the program.</li> <li>• 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.</li> <li>• Liaise with Directors and relevant Coordinators in compiling relevant logistical information to be published in the daily Zine.</li> <li>• Be present at all events in the Day Program to take photos and video activities, taking into account students' cultural backgrounds and their acceptance of being present in print media.</li> <li>• 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).</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 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

Zine Editors are expected to produce a daily Zine on a strict print 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 during the following weeks (subject to change), and meet with the Directors prior to the commencement of the program.

- Week of 19<sup>th</sup> of October
- Week of 14<sup>th</sup> of December