

# Lead Designer

**Time Requirement:** Weekly hours, subject to vary usually 10-15

**Compensation:** (pending approval)

## Learning Outcomes

The lead designer creates three unique templates for the quarterly publications as well as formatting zines and posters, and works with the artists and printers to ensure a quality product in a timely manner.

## Career & Vocation Match

*This position is open to students of all majors and career interests. However, this role may be a great fit for those desiring experience in English, the Arts, Publications, and Media Management.*

## JOB DESCRIPTION

**Purpose of Lingua:** Lingua is SPU's literary and arts magazine, dedicated to supporting and encouraging the flourishing of SPU's arts community.

**What does Lingua do?** Lingua publishes a quarterly publication featuring the visual and literary artworks of the community at SPU. Lingua also throws quarterly release parties, workshops, and other events geared towards the building of the arts community at SPU.

### Lingua Position Descriptions:

**Editor:** The Editor of Lingua oversees the curation, production, and promotion of the quarterly publications, coordinates with other media groups for arts activities and events, and works to support the community of artists at SPU through various events, newsletters, and media sites.

**Lead Designer:** The lead designer creates three unique templates for the quarterly publications as well as formatting zines and posters, and works with the artists and printers to ensure a quality product in a timely manner.

**Business Manager:** The business manager coordinates invoice payment, reimbursements of funds, communication with the Board for Student Media regarding budgets, charging for journal orders, and other various money-related tasks.

**Illustrator and Marketing Manager:** The Illustrator and Marketing Manager develops posters for events, stickers, t-shirts, various designed paraphernalia, develops content for social sites to promote Lingua, and communicates with the community about events and workshops and other art and Lingua related things.

**Music and Events Coordinator:** The Music and Events Coordinator is in charge of finding student bands for Lingua events, set-up and take-down of said events, planning for space-use around campus and coordination with vendors for event items and planning.

**Specific Expectations of Position:** -Designing the fall and winter zines whilst meeting the deadline (TBD) on printing

- Sending the spring journal to a printer
- organizing concepts/ideas for limited runs of fall and winter zine printing
  - formatting the content for an online release
- formatting website in both an aesthetically pleasing way as well as in a structural format.
- editing of interviews/footage for websites
- assisting the Illustrator in social media presence with video/drawn/design work
- maintaining contact with Business Manager about expected spending on printing
- interviews with artists
- present at weekly meetings and any campus events

**Qualifications: A Lingua staff member should be...**

- **Self-Motivated**
- **Able to plan a course of action and follow through in a timely manner**
- **Active in the arts community on campus**
- **Open-minded to alternative ways of thinking**
- **Eager to learn**