

artsawards  **VOLUNTEER POSITION DESCRIPTION**

Position: Graphic Designer - Arts Awards Program

Staff Liaison:	Joy Kramer, Administrator	519-747-8537
Volunteer Services Contact:	James Nye	
Website:	www.kwartsawards.ca	

Objective:

- provide support services to a highly-regarded community arts recognition program

Responsibilities:

- create, design and execute all Arts Awards promotional materials including brochures, posters, nomination forms, postcards, banners, newspaper ads etc
- create, design and execute Arts Awards sponsorship recognition including placing logos on Arts Awards ads, placing sponsor ads in program, producing annual event program and placing of logos in graphic programs to be displayed at Arts Awards events
- liaise with Arts Awards printer(s), media providers and others and provide appropriate graphic files to ensure quality printing and display of promotional materials
- conduct photoshoots and work with photographers as required to develop quality look and feel of each year's Arts Awards promotional materials
- design all communications while maintaining the established identity
- attend and vote at committee meetings as needed

Place: TBA

- meetings are arranged by the committee
- volunteer will also work at home

Time Commitment:

- year-round position with a fairly even time commitment (75 hours/year approximately – 4-6 hours/month)
- work load moderately increases closer to two Arts Awards events in the spring.
- attendance at most meetings (once monthly, 3 hours approx., evenings) is preferred, but not required

Qualifications:

- an understanding of design, marketing and branding principles
- able to create all designs using QuarkXpress, Illustrator, or a format that is compatible with printing and other media
- ability to retrieve and archive every communications piece
- knowledge of paper/print production methods and thorough understanding of pre-press technology
- ability to meet committee budget and quality requirements in acquiring quotes and agreeing final costs of promotional materials
- responsible, organized team-player

Benefits:

- satisfaction of providing a valuable service, by helping this important community program to operate successfully
- enjoy the genial company of other volunteers

Screening Requirements:

- satisfactory interview

Additional Information:

- use of personal computer printer, and email is required