HAL-CON

Atlantic Canada's Largest Sci-Fi, Fantasy & Gaming Convention

ROLE DESCRIPTION

This agreement is designed to create an understanding between Hal-Con and the prospective staff to ensure no miscommunication. This is a volunteer, unpaid position.

Role:	Design Coordinator
Reports to:	Director of Design
General description of duties	The production design coordinator is responsible for working on design projects throughout the year. They will also be assigned to lead on occasional projects.
Responsibilities include:	*Before the convention:* ● Work with marketing team on any social media design projects ● Produce flyers, posters and other advertising materials with convention branding intact and in line with brand standards ● Responsible for updating and producing staff materials ● Research industry trends and upcoming styles for potential adaptation ● Work on convention programme guides throughout the year ● Price quotes for production of printed materials ● Coordinate with the Community, Marketing and Advertising Teams regarding design and delivery of materials *During the convention:* ● Volunteer during the event *After the convention:* ● Ensure all print materials and design files are properly catalogued and saved to the Google Drive
Skills required:	● Adobe Products: Illustrator, InDesign, Photoshop, Acrobat (Having a CC account an asset) ● High attention to detail ● Focus on production of quality projects ● Ability to work independently, but also as part of a team ● Experience working within set deadlines
Description last updated:	January 18, 2017

To apply for this position, please email travis@hal-con.com with information about yourself, a link to your portfolio online (if available) or samples or your work attached, and why you'd like to be part of the committee. No more than 750 words.