



## ROLE DESCRIPTION

This agreement is designed to create an understanding between Hal-Con and the prospective staff to ensure no miscommunication. Like 99% of the positions with Hal-Con this is a volunteer, unpaid position. For more details regarding the requirements and perks of being part of our committee - please visit our website <http://hal-con.com/recruiting> .

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, generally 1 to 2 small projects per month. They may also be assigned to lead on occasional projects.
Responsibilities include:	<p><i>Before the convention:</i></p> <ul style="list-style-type: none"> <li>● Work with marketing team on any social media design projects</li> <li>● Produce flyers, posters and other advertising materials with convention branding intact and in line with brand standards</li> <li>● Responsible for updating and producing staff materials</li> <li>● Research industry trends and upcoming styles for potential adaptation</li> <li>● Work on convention programme guides throughout the year</li> <li>● Price quotes for production of printed materials</li> <li>● Coordinate with the Community, Marketing and Advertising Teams regarding design and delivery of materials</li> </ul> <p><i>During the convention:</i></p> <ul style="list-style-type: none"> <li>● Volunteer during the event</li> </ul> <p><i>After the convention:</i></p> <ul style="list-style-type: none"> <li>● Ensure all print materials and design files are properly catalogued and saved to the Google Drive</li> </ul>
Skills required:	<ul style="list-style-type: none"> <li>● Knowledge of Adobe Products including Illustrator, InDesign, Photoshop, Acrobat (Having a CC account an asset, software could be supplied for the right individual)</li> <li>● High attention to detail</li> <li>● Focus on production of quality projects</li> <li>● Ability to work independently, but also as part of a team</li> <li>● Experience working within set deadlines</li> </ul>
Description last updated:	March 31st, 2017



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To apply for this position, please email [travis@hal-con.com](mailto:travis@hal-con.com) with information about yourself, a link to your portfolio online (if available) or samples of your work attached, and why you'd like to be part of the committee.