***Touchstone* Student Art & Literary Magazine**

**2021-2022 Application & Employment Contract**

Email, hand-deliver, or mail completed application by October 1, 2021 to:

Kira Peters, *Touchstone* Faculty Advisor

klpeters@viterbo.edu

FAC 306

Office Hours: T/Th 3:00-5:00

**Name: Major:**

**Local address:**

**Student email:**

**Personal email:**

**Phone (Cell preferred):**

**Expected Graduation Date:**

**Staff Meetings:** Must be available for weekly meetings (1-2 hours each) throughout the school year.*Touchstone* Art staff will meet in the Fine Arts Center, 3rd floor.

**Position applying for:** (if applying for more than one, rank using 1, 2, 3, etc. with 1 indicating highest preference):

**Position Total Pay/Year**

* Art Editor $2,250 \_\_\_\_\_
* Graphic Designer $1,500 \_\_\_\_\_
* Web Designer $1,750 \_\_\_\_\_
* Production Assistant\* $ 500 \_\_\_\_\_
* Promotions Coordinator\* $ 500 \_\_\_\_\_

\**These positions may be appointed to one individual.*

***Payment:*** *Staff are paid at the start of the semester through Financial Aid.*

List and describe your **previous experience** related to the position(s) you are applying for:

**What makes you great for this position**? (2-5 sentences)

*Touchstone* Job Descriptions (Annual Pay):

**Art Editor ($2,250):**

* Oversee total production of *Touchstone.*
* Organize and meet with all staff at weekly meetings.
* Oversee and participate in all aspects of *Touchstone* promotion, design, production, and distribution. Coordinate with Graphic Designer, Web Designer and Production Assistant to shoot photographs of works.
* Work with graphic designer, web designer, production assistant, and promotions coordinator throughout promotion, jurying, photographing, layout and design process within budget parameters.
* Work with Viterbo Student Government Association to secure funding for magazine production and follow timely budget request process.
* Edit and critique layout design, photography, web page development.
* Troubleshoot editorial problems.
* Coordinate advertising, submissions, collections, and distribution schedule.
* Coordinate and attend all staff meetings.
* Assist with staff communications and outreach.
* Assist with promotion and distribution.
* Attend all layout sessions.
* Document all work performed on an ongoing basis.

**Graphic Designer ($1500):**

* Design *Touchstone* magazine layout.
* Must have experience using InDesign on Mac system to create digital copy of newspaper.
* Design print magazine layout.
* Prepare *Touchstone* for sending in proper pdf format to the printers.
* Attend all layout sessions.
* Document all work performed on an ongoing basis.

**Web Designer ($1,750):**

* Updating Viterboweb page with 2021 *Touchstone* content.
* Must have experience building and editing web page content on Mac system to create digital copy of newspaper.
* Design online content and layout, including time-based media.
* Attend all layout sessions.
* Document all work performed on an ongoing basis.

**Production Assistant ($500):**

* Works closely with the Promotions Coordinator.
* Assist in all aspects of the production of *Touchstone,* especially keeping production on timeline, dates, proofs and proofreading, and communication with printer.
* Attend all photography and layout sessions.
* Document all work performed on an ongoing basis.

**Promotions Coordinator ($500):**

* Works closely with the Production Assistant.
* Also serves as marketing and outreach lead for *Touchstone*.
* Post videos and other promotional images weekly in social media (Facebook, Twitter, etc.).
* Post and distribute hard copy promotional materials on campus.
* Use creative methods to promote *Touchstone* as an opportunity for students, staff, and faculty to submit their work, and also to attend the *Touchstone* release event in April.
* Attend all layout sessions. Document all work performed on an ongoing basis.

*Signature Name*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Date*

