THE ROCKY MOUNTAIN COLLEGIAN

DESIGN DESK APPLICATION: SPRING 2021 SEMESTER

The Rocky Mountain Collegian newspaper is hiring Graphic Designers for the spring 2021 semester, for the following positions (all applicants must be an enrolled student at Colorado State University):

FREELANCE ILLUSTRATOR (10 positions available)

Job details:
- The Freelance Illustrator position consists of creating graphic illustrations and other digitally designed works of art for both the printed newspaper and the online website.
- This position functions on a first-come-first-served basis, whereby whoever claims the graphic request first (via Slack group chat), is responsible for the creation of the required graphic and will thus be compensated accordingly.
- The Freelance Illustrator works directly under the Design Director and Editor, who will organize and disperse the required work, and oversee the creation process from initial sketches to final product.
- This position is freelance, meaning there is no face-to-face requirement, but should expect to be in continuous contact with the Design Editor throughout the creation of each graphic, and be prepared for any phone calls, video calls.
- The Freelance Illustrator should be prepared for some design requests to have a quick turn around with a deadline within 24 hours, while others may be extended to up to a week.
- All work will be credited to the artist, but will remain the property of The Collegian after your contracted employment. The artist, of course, may continue to use their artwork produced for the purpose of dissemination of their professional work.

What we are looking for:
- An applicant who has prior experience using the Adobe Creative Cloud suites, especially Illustrator, Photoshop and InDesign.
- An applicant who has advanced skills in use of Adobe CC and is confident with their ability to create what is asked for, but is able to go above and beyond the expected.
- An artist who is interested in gaining real-life experience by creating graphics that will be publicly published, as well as having a desire to develop their own skills as a designer.
- Someone who is able to think outside of the box and use their creativity to push artistic boundaries.
- A person who respects and abides by ethical considerations, and follows standards set by The Collegian and the Director of the Design Desk.
- A person who has strong communication skills and is able to receive constructive criticism.
- Someone who is highly responsive to deadlines, and is able to work quickly and efficiently when needed.

Compensation:
- Freelance Illustrators are paid on a per-graphic basis, with each graphic being allocated as either $5, $10, or $15. Each allocation is determined by the Design Director prior to being offered, and reflects the following:
  - The amount of time expected to be spent on the graphic
  - The quality/intensity of the required work
  - How often the graphic is expected to be used by The Collegian
  - How soon the deadline is for the graphic

PAGE DESIGNER (2 positions available)

Job details:
- Page Designers are responsible for assisting the Design Director and Editor in creating The Collegian printed newspaper pages.

- Page design includes placing headlines, stories, images, and other content under the newspaper layout standards.
- Page Designers work 1 production night per week, as well as having the opportunity to apply for the Freelance Illustrator position.
- Production occurs in the student media newsroom, in the Lory Student Center at CSU.

  applicants must be willing and able to attend in-person work, with the expectation of following COVID-19 health and safety guidelines

What we are looking for:
- Someone with an interest in graphic design, with preference to those specifically interested in publication design.
- Prior experience using the Adobe Creative Cloud suites, specifically InDesign and Illustrator
- A creative mindset and careful attention to detail.
- A person who is able to work well under pressure and is responsive to hard deadlines.
- Someone with strong communications skills and ability to work in a team environment.
- An applicant who is interested in enhancing their skills as a designer, with their future professional endeavors in mind.

Compensation:
- Page Designers are paid a flat rate of $30 per production night. Production typically lasts 3-5 hours for this position

Expectation if hired:
- Following the application deadline of 12:00pm on Friday, October 30th, 2020, the Design Director would like to begin training immediately before campus goes entirely virtual after fall break.
- **This therefore requires the hired Page Designers to attend two in-person observation nights of production on Sunday, November 8th, and 15th. Time TBD.**

HOW TO APPLY: Applications are due by **12:00pm on Friday, October 30, 2020**

To submit your application, please contact the **Design Director, Amy Noble at design@collegian.com** with your resume, cover letter, and at least 5 samples of previous design work.

The subject line of the application email must state:
"Collegian spring 2021 Design Desk application: **position(s) you are applying for**"

All applicants are encouraged to apply for both of the positions listed.

Interviews will be scheduled the weekend of Friday, October 30 to Sunday, November 1. Hiring decisions will be made by Wednesday, November 4, 2020.

*Disclaimer: These two Design Desk positions offered are for the spring 2021 semester only. In May, 2021, all company-wide applications will be open again for review, and changes to your employment status should be expected as new management is hired on the Editorial Board (Editor-in-Chief, Managing Editors, Desk Directors and Editors).

Rocky Mountain Student Media Corporation is committed to increasing the diversity of our staff and providing a culturally responsive work environment. We encourage applications from people of all backgrounds and abilities. While RMSMC is an independent corporation from the University, we embrace Colorado State's Principles of Community to guide us in our educational mission.