



The Sputnik Position Descriptions 2024-25

Position: Creative Director

General Function: The Creative Director will contribute to the overall design and the brand of the Sputnik. They will do this by working and planning with members of the team. This salaried position requires creativity and innovation, leadership and the ability to work with a team. They are the primary contact and manager of the Photo Editor and the visuals team. They should be aware and respectful of deadlines. Candidates for this position must:

Responsibilities

- Show an understanding of how The Sputnik operates and have experience with InDesign;
- Work a minimum of 15 hours per week on Sputnik-related items, including production;
- Work with section editors to plan the design of their layout before, at the beginning of and throughout production.
- Monitor the visual layout of all pages to ensure consistency and avoid redundancy;
- Attend all meetings to make themselves available for any assistance and contribute ideas;
- Work with the Editor-in-Chief to design the cover and be able to independently create and utilize their own ideas when needed;
- Help develop production materials, such as InDesign library items and paragraph styles regarding Sputnik style;
- Ensure that all photos and graphics are composed and edited properly for print and the website on time;
- Act as a mentor for the Photo Editor;
- Contribute content when needed to sections that are sparse for the month and social media;
- Be accessible to all Sputnik staff and maintain open communication with editors and the Editor-in-Chief;
- Assist in planning and administering training for The Sputnik staff and/or volunteers;
- Assist in the planning of monthly workshops hosted by editors, one per month, per section for the year;
- Assist the Editor-in-Chief with planning and hosting staff socials;
- Be comfortable and efficient at allocating tasks;

It is encouraged that the Creative Director communicates when they will be in and out of the office for assistance with the staff. When using social media on behalf of or referring to The Sputnik or WLUSP, the Creative Director is expected to conduct themselves in a respectful and professional manner.