



The Design Assistant Intern supports LINK magazine and the Publications Portfolio of the Marketing and Communications Department at the BCIT Student Association. During the first phase of the internship, the intern will perform an audit of current magazine design, timelines, font choices, the cohesive style, and branding. The intern will then help the Publisher document their findings and suggest improvements, working toward creating a consistent brand, a new logo, layout and design templates, and marketing materials. The intern will also have an opportunity to observe and contribute to the production of a new alternate publication (Apex Entrepreneurship Magazine) as the Marketing and Communications team develops a voice and brand for the publication. Duties with this will include: layout, design, proofing, and concept creation.

Throughout the internship, the intern will also be responsible for creating all LINK magazine social media assets, either with photography, illustration, or graphic design. The intern will help to develop and post regular content while engaging prospective readers/contributors and supporting partners. The intern will also review the Link Magazine website and create a comprehensive design plan, which will include a site map, color choices, and concept/messaging.

In the final phase of the internship (Aug – October) the intern will be deeply involved in producing, designing and contributing to the first two printed issues of the editorial cycle; recruiting and interviewing prospective student photographers and illustrators; and orientating incoming student contributors to LINK magazine practices and processes.

- **Title:** Design Assistant
- **Reports to:** Publications Manager
- **FT/PT:** Part-Time
- **Contract period:** Internship
- **Wage:** \$14.90 hourly
- **Contract Period:** June - October 2019

## **JOB DUTIES**

### **Graphic Design**

- Create design template for Link Magazine

- Create design guide for Link Magazine, which includes a standard font choice, branding ideas, and consistent formatting
- Draft a new text-based Logo for Link Magazine with assistance and oversight from the Marketing and Publications teams at the SA, taking into account the interior magazine design decisions
- Collaborate with student editors for visual accompaniments for editorial sections of Link Magazine
- Take photos and create illustrations as required for Link Magazine and operational needs
- Coordinate with internal departments in order to establish and update content
- Assist with the social media presence for LINK: create visual assets, take photos, and coordinate posting on our accounts
- Update Link website appearance and design online banners
- Design promotional materials, such as posters and flyers
- Provide fast, accurate, and professional graphic design services for all Link Magazine publications
- Assist with Layout and Design of Link Magazine
- Participate and help with Link events on and off campuses

### **Relationship Building, Networking and Communication**

- Manage and cultivate authentic relationships with all staff and key internal stakeholders
- Attend internal meetings, committees, and both formal & ad hoc functions, as required to increase opportunities for the department and association as a whole
- Help set portfolio-related goals and objectives as per our strategic plan
- Understand and promote our mission and values naturally and know our basic history

### **Supplementary Information**

- Attend all staff meetings and training sessions as required
- Must be able to focus on a digital display for long periods of time
- Must be able to lift up to 11kg (25lbs), bend, crouch, climb, stand, walk and carry

## **REQUIREMENTS AND ASSETS**

### **Requirements**

- Intern must be enrolled in or recent graduate (within 3 years) of graphic design, visual arts, digital design, new media, or a related course at BCI
- Creative
- Initiative
- Team player
- Design skills
- Intermediate proficiency using Photoshop, InDesign, & Illustrator
- Intermediate proficiency using Windows and Mac computers

**Assets**

- Three months of experience in a similar role

**APPLICATION**

Please submit your resume with the subject "Design Assistant (Internship)" to [jobs@bcitsa.ca](mailto:jobs@bcitsa.ca).

*Thank you to all candidates who apply, however, only those selected for an interview will be contacted. We are an equal-opportunity employer who prides itself on the diversity of the staff we employ!*