

## **Newsletter Designer(s) (Appointed)**

**Term:** One year

**Time Required:** 16 hours a month, (August – November, January – May) plus one or two meetings a year with the Newsletter team

### **Overall responsibilities:**

- Work with the AAUW Ashland Branch newsletter editors and photographer to produce the nine yearly issues of the AAUW Ashland Branch newsletter
- Collaborate with editor on layout and design of each issue to assure the AAUW creative standards are met
- Responsible for maintaining a cohesive design that best communicates the intended message of each newsletter publication
- Process images as needed for color correction or other enhancements
- Create, or find and supply, illustrations or other imagery to support content and add interest to each month's issue
- Know and comply with the AAUW National marketing and branding guidelines
- Know and comply with the AAUW Style guidelines for copy style.
- Proofread all copy before sending to the editor
- Finish layout in time for proofreaders to read and corrections to be made for delivery by the 1<sup>st</sup> of the month

### **Qualifications:**

- An eye for design: ability to organize information, (text, images, and graphics) into a visually pleasing arrangement
- Ability to use digital tools to produce the newsletter such as, Adobe InDesign, Photoshop and Illustrator and Acrobat, as well as Mailchimp and WordPress for web-based delivery
- Good editing skills
- Ability to work with team members
- Ability to work within deadlines