

Creative Director (1)

Your term will run from April 2018 to January 2019.

NOTE: This is a volunteer-based position with a time commitment of roughly 8-10 hours/week*

*Hours subject to change depending on demands for the week.

Responsibilities:

- Oversee two Creative Coordinators and one Web Developer in design processes
- Create meeting agendas and lead weekly meetings for Creative team
- Communicate effectively with Partner Relations and Marketing teams to ensure designs are completed to the highest quality and in a timely manner
- Conceptualize and design original graphics for print and digital materials, including but not limited to: sponsorship package, t-shirts, social media graphics, and web design
- Provide design support to coordinators when needed
- Work collaboratively with Creative team to create TEDxSFU 2018 theme logo and final slide deck for conference
- Ensure designs adhere to TED branding guidelines, as well as the conference theme
- Attend scheduled meetings with Directors and Project Leads
- Recruit Creative team with support from the Director of Internal Operations

Qualifications:

- Strong team player and willing to support team members and collaborate ideas
- Strong leadership skills
- Proficient in using Adobe Illustrator, InDesign, and Photoshop
- Strong organizational and time management skills with the ability to multitask and prioritize
- Desire to produce designs that are creative and original
- Exceptional communication skills (written and verbal) and a strong ability to coordinate with all members of the TEDxSFU 2018 Organizing Committee
- *SIAT minor, major, or joint major is an asset*
- *Prior experience designing for social media channels is an asset*
- *Team management experience is an asset*

TO APPLY: Please send your resume and relevant portfolio materials to the incoming Project Leads at projectlead@tedxsfu.com.

Deadline to apply: Sunday, March 18 at 11:59pm.