Creatively Asian

What is Creatively Asian (CA)?

Creatively Asian is a platform intended to connect creative Asian youth worldwide and advocate for more Asians in theatre, TV, film, art, dance, and more! This youth-based organization sheds light on a vastly underrepresented group in the creative arts. It builds a community where Asians can share our stories and address pressing topics through various art forms. Please follow us on our journey in spreading our message!

Officer Positions Available

- Writer
- Social Media Manager (5)
- Graphic Designer
- Illustrator
- Editor
- CA Student Ambassador
- Projects and Initiatives (P&I) Team Member
- Finance and Fundraisers (F&F) Team Member

General Things to Note

★ This is a voluntary, unpaid organization.
★ The 2021-2022 term will end on May 31st, 2022. Upon appointment as a CA Director, you will sign an agreement that outlines the duration and requirements of your term.
★ All officers will communicate with each other, but more frequently with your designated CA Director Board member.
★ All primary communications will occur through the platform Slack. More information will be released if you are selected.
★ Assignments and tasks will be distributed by your Director (most likely through Google Classroom). Please complete them by the time frame requested.
★ There are no restrictions on age and location, but you have to represent the Asian and/or a Pacific Islander community.
★ As officers, you will be provided with a fun and unique experience so that together, we can amplify the voice of Asian youth through the creative arts!

Feel free to ask any questions at creativelyasian@gmail.com or @creativelyasian on Instagram. :)

Officer Position Descriptions

Writer

- ★ Designated Director Board Member: Creative Director of Literary Arts & Director of Web Development
- ★ Responsibilities
    - Create a creative writing piece that expresses a personal story, an ongoing issue, or anything that you would like to express!
    - Preferably submit at least one work per month (or as assigned by the Director of Web Development).
    - Help write articles when necessary (approximately a 2-5 minute read).
    - Work with the Creative Director of Literary Arts & Director of Web Development to create any necessary writings for posts.
- ★ Requirements/Skills
    - Proficient experience in your style/preferred form of literature (poetry, fiction, nonfiction, drama, journalism, etc.)
    - Able to be organized and timely regarding literature submissions.
    - Communicate regularly with the Creative Director of Literary Arts & Director of Web Development to discuss progress and plans.

Social Media Manager *Only 7 Positions Available*

- ★ Designated Director Board Member: Communications Director
- ★ Responsibilities
    - Respond to direct messages and comments.
    - Reach out to other accounts asking to share our recent posts.
    - Repost informational activism posts, interesting creative arts posts, and other organization's posts on the story.
    - Share ideas for social media feed layout with the Executive Director and Directors of Graphic Design.
    - Figure out the best hashtags for each of our posts
    - Like and comment on the posts of accounts we follow.
    - Overall, increase social media activity and engage with our following!
    - Note: Do not follow back any accounts- the Executive/Communications Director will handle this.
- ★ Requirements/Skills
    - Proficient experience of how to use different social media such as Instagram, Tik Tok, Twitter, Facebook etc.

- Able to check the social media you are assigned to at least twice daily.
- Communicate regularly with the Communications Director to discuss progress and plans.
- Aesthetically gifted and able to create clean, appealing, and consistent stories for Creatively Asian.

Graphic Designer

★ Designated Director Board Member: Directors of Graphic Design
★ Responsibilities
- Design eye-catching graphics for Instagram posts and stories.
- Adhere to our set of graphic standards and ensure all graphics meet our qualifications.
- Create innovative and artistic graphics that emphasize ongoing issues in the world to help inform our community.
- Work with the Directors of Graphic Design to create any necessary graphic designs for posts.

★ Requirements/Skills
- Proficient knowledge of Canva, Photoshop, Procreate or other digital art programs.
- Able to be organized and timely regarding graphic design submissions.
- Communicate regularly with the Director of Graphic Design to discuss progress and plans.
- Aesthetically gifted and able to create clean, appealing, and consistent graphic designs for Creatively Asian.
- Able to adapt to Creatively Asian branding/graphic design style
- Able to aid the Directors of Graphic Design by creating at least one graphic post every two weeks.
- Able to designate at least 5 hours per month to Creatively Asian graphic designs.

Illustrator

★ Designated Director Board Member: Directors of Graphic Design
★ Responsibilities
- Create innovative and artistic illustrations that address ongoing issues in the world to help inform our community on such topics.

- Preferably submit at least two works per month (some of which will be assigned by the Director of Graphic Design, but you may also submit your own personal work).
- Create artwork to accompany any articles written by our writers
- Work with the Directors of Graphic Design to create any necessary illustrations for posts, fundraiser promotions, merchandise designs, etc.

★ Requirements/Skills
- Proficient knowledge of digital drawing platforms like Procreate or programs.
- Proficient experience in your style/preferred form of artform (painting, drawing, sketching, etc).
- Able to be organized and timely regarding illustration submissions.
- Communicate regularly with the Director of Graphic Design to discuss progress and plans.
- Aesthetically gifted and able to create clean, appealing, and consistent illustrations for Creatively Asian.
- Able to designate at least 5 hours per month to Creatively Asian illustrations.

Editor

★ Designated Director Board Member: Creative Director of Literary Arts & Director of Web Development

★ Responsibilities
- Work closely with the Creative Director of Literary Arts & Director of Web Development to edit articles, descriptions, captions, etc.
- Help word items effectively and efficiently to allow the audience to easily understand the message.

★ Requirements/Skills
- Proficient experience in writing and literature.
- Proficient experience with grammar rules and Grammarly.

P&I Team Member

★ Designated Director Board Member: Creative Director of Projects & Initiatives

★ Responsibilities
- Help coordinate workshops, podcasts, and any other projects assigned by the Creative Director of Projects & Initiatives.

- Think of innovative ways to contribute impactful and informative events for our followers.
- Think of ways to maximize the impact that our organization can make.
- Help create promotional materials for these projects, with the help of the Directors of Graphic Design, such as Instagram posts and stories.

★ Requirements/Skills
- General knowledge of event planning.
- Communicate regularly with the Creative Director of Projects & Initiatives to discuss progress and plans.
- Able to be organized and timely regarding assignments and planning.

F&F Team Member

★ Designated Director Board Member: Director of Finance and Fundraisers

★ Responsibilities
- Complete tasks as assigned by the Director of Finance and Fundraisers
- Help coordinate various online campaigns and fundraisers to help with COVID-19 relief, towards organizations combating xenophobia, and other relevant organizations.
- Brainstorm creative fundraising opportunities that are relevant to the Creatively Asian message and incorporate the arts.
- Think of ways to maximize the impact that our organization can make.
- Help create promotional materials for these fundraisers, with the help of the Directors of Graphic Design, such as Instagram posts and stories.

★ Requirements/Skills
- Strong organizational and creative abilities.
- General knowledge of handling finances and planning a fundraiser.
- Communicate regularly with the Director of Finance and Fundraisers to discuss progress and plans.