

The OXFORD STUDENT

Role Description for Creative Team

The Oxford Student Newspaper

Last updated: 8/6/24

Role Description:

- You will work alongside the Creative Director to oversee creative aspects of the newspaper.
- You will identify articles that suit artwork or respond to requests from editors and create or commission the necessary pieces.
- You may also work in creating designs for social media, or make suggestions for laying-in the paper generally.
- The Creative Team should be capable of producing their own high-quality art work or graphics, within a relatively short turnaround.

Responsible to: Deputy Editor, Creative Director, Associate Editor, Editors-in-Chief

Key Responsibilities:

1. Create or commission, through Facebook communication, high-quality artwork for the print and digital editions of the paper, as well as for social media.
2. Determine and incorporate novel aesthetic and design elements into the layout of the print and digital editions of the paper.
3. Work alongside the Creative Director, checking the finished PDFs and InDesign pages for consistent design and style, ahead of publication.
4. Work alongside all members of the Senior Editorial Team to ensure that the website maintains consistency and visual appeal, including consistently sized imagery, colouring, and graphic adjustments where required.

Health & Safety

- Comply with all Health and Safety legislation and Oxford SU policies.
- Take personal responsibility for Health and Safety of yourself and those around you.
- Undertake appropriate training at Oxford SU as required.

General Duties and Responsibilities

- Promote the purpose and behaviours of *The Oxford Student* through interactions with internal and external stakeholders, ensuring productive working relationships.
- Work in a way which is compatible with Oxford SU equality and diversity policies
- Attend meetings and training events as required.
- Have a flexible approach to duties and work.
- Adopt a teamwork style across the committee.

A good candidate will be a matriculated student at the University of Oxford with editorial experience. They will be highly organised and motivated, capable of motivating and managing a team of other creatives, with a good eye for consistency and quality. They will have a strong understanding of The Oxford Student and its style, a good knowledge of Adobe In-Design and Adobe Photoshop, alongside the willingness to learn. A good candidate will also be able to produce high-quality artwork or graphics upon request. Crucially, a good candidate will hold themselves and their team to a high standard of journalistic ethics.