Spindrift 2021

Art Editor
Job Description

Responsibilities

- Meet with other Spindrift staff/managers/editors to set up timetable for the year
- Communicate/consult with Marketing Manager for publicity materials
- Communicate to other Spindrift staff
- Set up working art committee meetings to facilitate the accomplishments of duties mentioned below
- Delegate tasks mentioned below to able art staff members
- Work with art staff to seek submissions from colleges and community
- Devise storage/file system for incoming art
- Implement this system by:
    - Coordinating a location for recipient works
    - Train staff on methods and procedures used for filing
    - Keep system in check
    - Notify/return art that was not accepted
    - Notify/return accepted artwork after book production
- Arrange time, date, location to jury submissions with art staff
- Implement jury showing (voting as Editor is optional)
- Design half-page informational/promotional flyer
- Coordinate "the look" for displaying and promoting Spindrift at
    - Bumbershoot sales display
    - Marketing table (SCC campus)
    - Ebbtide (SCC newspaper)
    - Posters for Event
    - Gallery Showing/Reading for finalists
    - Publicity Ad if required
    - Newsletter/notification of acceptance
- Work with VCT to assure printable, quality designs
- Work with staff to determine budget for production of book
- Work with VCT, Design Instructors, and Spindrift staff to determine method of production to best facilitate use of equipment and materials available
- Determine design of book and cover in conjunction with advisory art staff
- Prepare a design dummy, with tangible solutions for

- o Typography
- o Layout
- o Pagination
- o Graphic design
- o Sizing photographs and artwork
- o A style sheet for the book (applicable for computer production)
- Follow through on production by checking status of
    - o Typesetting
    - o Proofreading of gallies
    - o Halftones
    - o Bluelines
    - o Printing
    - o Binding
- Prepare dummy book and signature for VCT
- Proofread proofs and check for design and production errors

Skills Required

- Must be a student at Shoreline Community College from Fall 2020 through Spring 2021.
- Strong writing, reading, and communication skills
- Knowledge of the basic principles that govern quality in art
- Ability to organize and handle a large number of individual art pieces to determine which ones are acceptable and which must be returned
- Ability to work closely with students, faculty, and campus staff
- Ability to anticipate occasions when plans must change, and to develop and implement alternative approaches
- Good proofreading skills
- Strong time management, reliability, attention to detail, and willingness to be available outside of normal working hours on occasion
- Knowledge of Adobe graphic design software (especially InDesign, Photoshop, Illustrator)