



THE ENGINEERING SOCIETY
OF QUEEN'S UNIVERSITY

The Engineering Society of Queen's University Presents...

Graphic Design Manager

Communications



Graphic Design Manager Position Description

Purpose/ Main Goal:

The Graphic Design Manager oversees the creation of all graphic designs to help promote the Engineering Society's services and programs. Graphic designs are used throughout the society to communicate messages and create interesting visual concepts, from spirit wear and merchandise to brochures and conference logos. By working with the communication and marketing team, graphic design helps highlight what makes each conference, event and club unique and makes them recognizable throughout the society.

Job Description:

The Graphic Design Manager works closely with the Communications team including the Graphic Designers and Director of Communications to help promote the Engineering Society's resources and events. This includes overseeing the creation of all graphic design materials, including promotional flyers, posters, logos, etc. in a professional, timely and creative manner in order to effectively capture the interest of students. Creativity and an interest in advertising and graphic design are key elements for success.

Responsibilities:

1. Develop promotional flyers/posters for ongoing events
2. Create logos for the Engineering Society, as required, to promote individual clubs, etc.
3. Manage all graphic design requirements as needed.

Time Commitment:

3-5 hours/week



Skills:

Required	Gained
<ul style="list-style-type: none">• Graphic Design Skills• Good communication skills• Creative thinking• Organizational Skills	<ul style="list-style-type: none">• Connections within the Engineering Society• Teamwork• Leadership• Management skills

Daily Tasks:

- Check and respond to Emails.
- Delegate tasks and projects.
- Biweekly meeting
- Monitor requests and progress of ongoing projects.
- Initiate and complete projects, as required.

Past Projects/Accomplishments:

- Created designs that are posted on social media, the television monitor in the Beamish Munro Building and posters around the building.
- Created logos for merchandise and clothing.

Timeline:

- **Initial Meetings with the other Communication Managers and Director of Communications:** March/April.
- **Complete Design Requests:** May, June, July, August and September.
- **Hiring of Graphic Design Team Members:** September
- **Assigning Tasks to Graphic Design Team Members:** October-March



Meetings Attended:

Meeting Name	Approximate Length	Frequency
Graphic Design Team	1 hour	At the beginning of the year and afterwards as necessary.
Communications Team	1 hour	Biweekly

Incumbent Will Work With:

Role	Involvement Summary
The Communications Team	Collaborate
Director of Communications	Plan graphic designs together
Graphic Design Team	Collaborate and update on projects
Clients	Respond via email to design requests

Past Incumbents:

Name	Year(s) in Position	Email address
Paige Leedale	2016/2017	14pel@queensu.ca

If you're interested in *Graphic Design Manager*, you may also be interested in...

- Director of Communications
- Graphic Design Team Member
- Videographer/ Videography Manager
- IT Team
- Photographer/ Photography Manager