

CALL FOR STUDENT CREATIVE TEAM

BASICS

Department: Jacobs Institute for Design Innovation, College of Engineering

Hours: 6-8 hours per week

Salary: \$16.57/hour

Start Date: as soon as possible

Supervisor: Lauren Ardis, Public Programs & Communications Officer

JOB DESCRIPTION

The Jacobs Institute for Design Innovation is Berkeley's hub for all things design. The Institute offers cutting-edge fabrication resources to the Cal community; supports an interdisciplinary curriculum at the intersection of design and technology; and hosts public programs featuring leading design thinkers and practitioners.

We are looking for 1-2 students to join our creative team. This role will assist the Public Programs and Communications Officer in creating media assets and managing the Institute's social media presence. Primary responsibilities will include documenting events and student projects through photography and video, helping create event branding and graphics for the website and social media channels, and keeping up with the Institute's Instagram. Ideally, each candidate will have experience with Adobe design products, video-editing software, and familiarity with social media channels. As the Jacobs Institute moves to a more digital, virtual space with campus closure, this role might expand depending on skill sets of the applicants, and availability.

RESPONSIBILITIES

- Help create visual assets for social media and the Jacobs website
- Document activity at Jacobs through photography and video
- Share on social media 2-3 times a week, as well as up-keep with the Institute's voice on social media
- Support other operational and administrative projects as needed

IDEAL REQUIREMENTS

- Availability to work 3-6 hours per week, remotely, including weekly check-in meeting
- Ability and availability to work in short increments daily for social media management, with longer hours for occasional events and programs
- Ability to adjust shift days/times occasionally to meet program and event needs
- Availability to attend the two-day Design Showcase (12/9-12/10, R&R week), and three Friday speaker events: 9/25, 10/2, 10/23
- Strong self-guided time management skills and ability to meet editing deadlines
- Interest in content creation and engaging with social media platforms
- Experience with graphic design and Adobe creative tools
- Experience with media production and video editing
- Proficiency with social media platforms, especially Instagram
- Clear understanding of the Jacobs' voice and comfort in taking ownership of public-facing platforms
- Strong written communication skills
- Work-study funding in 2020-2021 financial aid package
- Freshman, sophomore, or junior standing in 2020-2021 academic year

APPLICATION INSTRUCTIONS

All applications must be submitted through [the link here](#). You will need to:

- Write 1 paragraph about why you are interested in this role, including a few sentences about the Jacobs' mission
- From the list of requirements, note the creative experiences are you most interested in and comfortable with (graphic design, video editing, photography)
- Confirm your schedule availability at the times described above
- Upload your current resume and 2-3 relevant work samples (photo and video editing, graphic design)

Review of applications will begin on **August 28, 2020**. If you have any questions about the application process or role, please email laurenardis@berkeley.edu.