



*we
need
people*



Kaleidoscope is a student-driven organization based out of the Faculty of Communication and Design at Ryerson University. We aim to place FCAD at the forefront of Toronto's creative sector by providing students with a platform to showcase themselves and their work to their peers, industry and the community. We're looking for people who are passionate about FCAD, cross-disciplinary collaboration and the art of the hustle. If you're an FCAD student who loves creative problem solving, is adaptable and wants to be part of a growing initiative, we want you on the team!

NO, WE DON'T WANT TO READ YOUR RESUME.

We don't want to know about how working at No Frills has given you transferable skills for Kaleidoscope, and let's be real, some of the stuff on your resume is probably bullsh*t.

So, absolutely no resumes. Instead, we're more interested in seeing what, or how, you think. Just fill out all the details on [this form](#).

Oh, and a link to your portfolio if you're applying for a position that requires one – read carefully!

COMMITTEE

Creative

The Creative Team works alongside the Creative Directors to help produce the anthology, focusing on its production, design and print elements.

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Graphic Designer (2)

Layout Artist (4)

Photographer (4)

Editorial

The Editorial Team works with the Editorial Director in order to create written content of a high standard for the publication. This team works to produce profile features and project abstracts that accurately reflect their subjects.

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Copy Editor (1)

Writer (5)

Digital Content Manager (1)

Events

The Events Team works with the Events Director to plan and execute the launch party. The team ensures all aspects of the launch are in-line with the rest of the Kaleidoscope publication and branding.

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Events Associate (2)

COMMITTEE

Marketing & Outreach

The Marketing Team works with the Marketing and Outreach Director to develop Kaleidoscope within and outside of Ryerson. On this team, there is an emphasis on growing the Kaleidoscope audience and connections.

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Marketing Associate (3)

Social Media Coordinator (1)

Finance

The Finance Team supports the Financial Director in preparing and executing applications, pitches, and financial duties to fund and expand the Kaleidoscope project.

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Finance Associate (1)



CREATIVE

CREATIVE

Graphic Designer

Positions Available: 2

Time Commitment:
7 hours/week

*Hours vary throughout
the semester

Duties + Responsibilities

- Create a variety of collateral that keeps the brand's aesthetics coherent
- Think creatively to produce new ideas and concepts
- Work cohesively with the Marketing and Communications Team

Qualifications

- Familiarity with Adobe Creative Suite, specifically Photoshop, Illustrator, and InDesign
- Ability to work within tight deadlines
- Portfolio required

CREATIVE

Layout

Artist

Positions Available: 4

Time Commitment:
7 hours/week

*Hours vary throughout
the semester

Duties + Responsibilities

- Creates graphics using InDesign for pre-press layouts for the publication
- Assists the creative directors with any publication-related logistics
- Helps create visual concepts to communicate ideas that inspire, inform, and captivate consumers

Qualifications

- Familiarity with Adobe Creative Suite, specifically Photoshop, Illustrator, and InDesign
- Understanding of best printing practices and standards
- Portfolio required

CREATIVE

CREATIVE

Photographer

Positions Available: 4

Time Commitment:
5 hours/week

*Hours vary throughout the semester

Duties + Responsibilities

- Create photos for a range of creative, technical, and documentary purposes
- Carry out research and preparation for shoots
- Use an extensive range of technical equipment, including cameras, lenses, lighting, and specialist software

Qualifications

- Familiarity with photo editing software such as Photoshop and/or Lightroom
- Own/have access to necessary equipment
- Portfolio required

EDITORIAL

Copy Editor

Positions Available: 1

Time Commitment:
7 hours/week

*Hours vary throughout
the semester

Duties + Responsibilities

- Work with Editorial Lead to oversee and execute edits of all copy within the publication
- Engage with writing team to work towards common goal
- Meet with writers alongside Editorial Lead to ensure everyone is on the same page
- Attend all Editorial team meetings

Qualifications

- Has a strong understanding of Canadian Press style
- Is able to recognize and fix small errors in copy alongside other changes
- Experience in copy editing is an asset
- Strong team player
- Comfortable in a leadership role

EDITORIAL

EDITORIAL

Writer

Positions Available: 5

Time Commitment:
5 hours/week

*Hours vary throughout
the semester

Duties + Responsibilities

- Composes written pieces and interviews for or about submissions that are not featured in the exhibit
- Edits other written pieces that are part of the publication
- Assists Editor with any publication-related logistics

Qualifications

- Excellent writing and research skills
- Experience conducting interviews is an asset
- Portfolio/writing samples are required

EDITORIAL

Digital Content Manager

Positions Available: 1

Time Commitment:
5 hours/week

*Hours vary throughout
the semester

Duties + Responsibilities

- Translating print and multimedia submissions into accessible digital formats
- Curating content to be posted on Kaleidoscope website
- Managing overall growth of website
- Working in conjunction with the Social Media Coordinator to ensure uniformity and cohesion between the print and digital publication

Qualifications

- Has a strong understanding of Canadian Press style
- Excellent written communication skills
- Familiar with Weebly formatting
- Able to maintain integrity of submissions when translating them to digital formats
- Knowledge of HTML/CSS is an asset

MARKETING

Marketing Associate

Positions Available: 3

Time Commitment:
5 hours/week

*Hours vary throughout the semester

Duties + Responsibilities

- Establish marketing goals to ensure community engagement is maximized
- Develop and execute marketing campaigns
- Engaging with individuals, groups, and organizations within and outside of Ryerson
- Deliver presentations that communicate the aims of Kaleidoscope

Qualifications

- Must be able to work well within a team
- Must have excellent interpersonal and verbal communication skills

MARKETING

Social Media Coordinator

Positions Available: 1

Time Commitment:
5 hours/week

*Hours vary throughout the semester

Duties + Responsibilities

- Manage all social media platforms to reflect Kaleidoscope's mission and voice
- Strategize, develop, and manage website
- Monitor traffic and feedback of on-line presence
- Oversee reputation management.

Qualifications

- Familiarity with social media platforms, best practices, and trends
- Knowledge of social media management tools such as Hootsuite or TweetDeck
- Excellent written communication skills

EVENTS

EVENTS

Events

Associate

Positions Available: 2

Time Commitment:
5 hours/week

*Hours vary throughout
the semester

Duties + Responsibilities

- Liaising with vendors (i.e. venue, catering, décor, etc.) during events planning stage
- Negotiating with vendors to uphold the aesthetic and integrity of the publication
- Assisting in curation of submissions for installation at the launch party
- Managing invitations and rsvp lists for the launch party
- Managing shifts and personnel during the launch party to ensure any issues are dealt with

Qualifications

- Excellent organization and time management skills
- Strong inter/intrapersonal skills, decision making, adaptive capabilities, and creative problem solving skills
- Professional attitude, and attention to detail when making aesthetic decisions
- Previous experience with events planning is an asset

FINANCE

Finance Associate

Positions Available: 1

Time Commitment:
5 hours/week

*Hours vary throughout
the semester

Duties + Responsibilities

- Helping prepare and execute applications and pitches on behalf of Kaleidoscope
- Assisting in financial duties to fund and expand the Kaleidoscope project
- Engaging with individuals, groups, and organizations within and outside of Ryerson

Qualifications

- Experience in public speaking
- Basic accounting and business knowledge
- Understanding of Ryerson funding systems

Excited about the job you want to apply for but worried you might not be qualified?

Apply anyways!

Kaleidoscope believes in taking chances on people and growing FCAD's talent (just ask any of the previous committee members, most were a little underqualified when they joined).



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