**Publication Assistant - Multimedia Lead**

The Easterner Multimedia Lead leads the visual team of the paper in support of the content. They report to the Editor in Chief, but must communicate with the entire team well.

The Multimedia Lead duties may include, but are not limited to, the following:

* Directing weekly photo and video assignments.
* Planning story packages including text, photo and graphic elements.
* Assisting section editors in page design and graphic development.
* Overseeing the social media and web content of The Easterner.
* Creating front page art and designing other pages as assigned.
* Editing photos for print and web use.
* Creating and communicating mock up to Editor in Chief, Managing Editor, and Ad Manager.
* Maintaining 2-3 once hours each week.
* Overseeing production Wednesday 5 p.m.-12 a.m.
* Guiding the creation of Easterner Asks each week.
* Creating info-graphics and illustrations that are informative and aesthetically pleasing.

Although this position may report to the Editor in Chief, they still are under the general supervision of the Easterner Director.

**Required qualifications:**

Applicants must possess solid news judgment.

Applicants must have news design experience.

Applicants must have experience with and demonstrated proficiency with photography and videography.

Applicants must have familiarity with analytics.

Applicants must have knowledge of SEO.

Applicants must demonstrate expert proficiency with InDesign, Photoshop and Illustrator skills.

Applicants must have experience in managing projects with multiple team members.

Please provide links to your social media accounts, websites, or online portfolios. Also list courses related to qualifications listed.

Applicants must be able to work with others at all levels, have a professional demeanor, excellent interpersonal skills, strong oral and written communication skills, and emotional intelligence.

Applicants must be able to manage conflict, collaborate and work effectively both independently and as a member of a team.

**All new employees must comply with EWU immunization Policy 602-02 and provide proof of immunity or vaccination to MMR and proof they are fully vaccinated against COVID-19 before beginning work at EWU. Waivers for the immunization requirements are available for medical or sincerely held religious beliefs.**

**This position, during the course of university employment will be involved in the receipt of, or accountability for, university funds or other items of value; as well as the unsupervised access with the developmentally disabled, vulnerable adults or children under the age of 16. The offer of employment is contingent upon successful completion and passing of a background check prior to beginning employment.**

**Student employees are subject to EWU’s employment Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect your employment on campus, even if the conduct occurs beyond the scope of your job responsibilities.**