

## Position Description

---

<b>Position:</b>	<b>Illustrator (Fixed term)</b>
<b>Reports to:</b>	<b>Critic Co-Editors</b>
<b>Direct reports:</b>	<b>NA</b>
<b>Indirect reports:</b>	<b>NA</b>
<b>Volunteers and Interns:</b>	<b>NA</b>
<b>Location:</b>	<b>640 Cumberland Street, Critic Offices, Dunedin</b>

### **Organisation:**

OUSA provides a diverse range of services to its 20,000 student members at the University of Otago. An autonomous body with registered charity status and independence from the University, OUSA offers activities and support to students including:

- A confidential support and welfare advice service, representation and advocacy
- Numerous recreation clubs and societies and the facilities to support these
- A varied events programme
- A student radio station (Radio One)
- An award-winning student magazine (Critic Te Ārohi).

The OUSA Executive (the elected student members and governors of the Association) run campaigns and represents student views to the University and other external bodies.

OUSA's core responsibility is to engage its student members through services, events, representation and communication by way of a relevant, responsible, inclusive and engaging approach.

OUSA is a dynamic environment to work in – no two days are ever the same! We are an inclusive and supportive employer that values input from all staff.

Critic Te Ārohi is the official magazine of the Otago University Students' Association of the University of Otago. It is freely available around both the university's campus and selected sites in Dunedin city weekly during term time. Critic is New Zealand's longest-running student magazine, having been established in 1925. Weekly circulation is 5,000 copies, with an estimated readership of 20,000.

### **Position Purpose:**

- Create imagery and graphics for Critic articles across various sections of the magazine.
- Assist the Designer in the graphic design process as needed.

## AREAS OF RESPONSIBILITY

Area	Expected Outputs
<b>General Tasks</b>	<ul style="list-style-type: none"> <li>• Read through the articles assigned for the week and plan core visual concepts for each.</li> <li>• Work with the Critic Designer to lay out the article.</li> <li>• Create visual elements/illustrations for each article in Photoshop/pencil-and-paper/etc and incorporate into the design as a whole.</li> <li>• Work alongside the Critic Editor, Critic Designer and writers to produce visual imagery consistent with the magazine's style and the author's intent.</li> <li>• Assist the Critic Designer in other tasks as needed.</li> </ul>
<b>Commitment to Te Tiriti o Waitangi</b>	<ul style="list-style-type: none"> <li>• Demonstrate an active commitment to upholding Te Tiriti o Waitangi and its principles within Critic Te Ārohi's content, practices, and relationships</li> <li>• Ensure that Māori voices, perspectives, and stories are represented respectfully and authentically in the magazine</li> <li>• Uphold and practice tikanga where appropriate and incorporate te reo Māori within the magazine in a respectful and meaningful way</li> <li>• Build and maintain positive relationships with Māori students, staff, and stakeholders to support meaningful engagement and partnership</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Take personal responsibility for engaging in OUSA's no-harm, health and safety culture</li> <li>• Be familiar with the hazard register for the work area that you work in</li> <li>• Communicate to the Critic Editor and colleagues any potential hazards that you identify that are not on the register.</li> <li>• Be familiar with the location of first aid kits and qualified first aiders in the Association.</li> <li>• Be familiar with and adhere to any health and safety plans.</li> <li>• Ensure incident and accident forms are filled out for all incidents and accidents that you are involved in, and notify the Critic Editor of these.</li> <li>• Be proactive in identifying new health and safety initiatives within the department and the wider OUSA community.</li> </ul>

## PERSONAL ATTRIBUTES

<b>Working Collaboratively</b>	<ul style="list-style-type: none"> <li>• Ability to build and maintain professional and productive relationships.</li> <li>• Ability to relate to a diverse range of people.</li> <li>• Excellent written and oral communication skills.</li> </ul>
--------------------------------	---

	<ul style="list-style-type: none"> <li>• Communicates positively with colleagues across the OUSA to ensure a strong collegial culture within OUSA.</li> <li>• Ability to work within a small, inter-departmental team.</li> <li>• Ability to work constructively with criticism and amendments.</li> </ul>
<b>Organisation</b>	<ul style="list-style-type: none"> <li>• Manages self, resources and workload to meet timelines.</li> <li>• Is organised and keeps all files and documents in order.</li> <li>• Ability to work independently and as part of the team.</li> <li>• Ability to recognise when issues need to be escalated to the Critic Editor.</li> </ul>
<b>Change</b>	<ul style="list-style-type: none"> <li>• Is flexible and resilient to meet the ever changing needs of the OUSA.</li> </ul>
<b>Problem Solving</b>	<ul style="list-style-type: none"> <li>• Anticipates problems and proactively resolves them in an appropriate manner, escalating issues to the Critic Editor when appropriate.</li> </ul>

#### **QUALIFICATIONS AND EXPERIENCE**

- Technical competency in the Mac system and fluency in the Adobe Suite (Photoshop, InDesign, Illustrator, etc).
- Strong portfolio of work demonstrating suitable visual communication skills.