**Description**  
The Design Coordinator will design, layout, and produce the program booklet and all publicity for RAW.

**Responsibilities**
- Design and produce the main program and catalogue
- Design and produce the RAW website
- In collaboration with the Public Relations Coordinator, design all publicity materials for the Reed campus and greater Portland area
- Design advertisements and inserts for college publications (e.g. Quest, At Reed, Reed Events Calendar)
- Work cooperatively with the Public Relations Coordinator to distribute publicity materials
- Work cooperatively with the RAW team to obtain artists’ publicity information, event schedule, and other pertinent information
- Responsible for attending all RAW-related meetings and will report regularly to the RAW Coordinators and to the Assistant Director of Student Activities
- Recruit and schedule volunteers to assist with tasks
- Assist with general committee responsibilities including artist research, event planning, etc.
- At the conclusion of the weekend, prepare a full report and evaluation

**Time Commitment**
Average hours/week in fall semester and early spring semester: 5-10 hours/week. Be in town or contactable during Winter Break. Must be available every day of the week of RAW, February 29-March 4, 2012.

**Remuneration**
$375

**Preferred Experience**
- Strong and creative design sense, good communication, writing, and organizational skills, keen awareness of Reed community interests
- Ability to work well in high-pressure situations
- Knowledge of Adobe Suite, web layout, word processing, and desktop publishing. HTML and CSS preferred

**Application Requirements**
Submit a resumé and cover letter describing relevant experience and a sample of past graphic design work. Include two Reed references with phone numbers and fill out the attached schedule card. If you are new to the campus, please submit two references who can speak to your relevant experience.

**Application Deadline**
Bring applications to the Student Activities Office by 5 PM Friday, September 16.

**Questions/Concerns?**
For further information, contact RAW 2012 coordinators Tori Abernathy and Nick Irvin at reedartsweek2012@gmail.com.