

Booklet Designer Position Description

Salary

Volunteer position

Hours

Flexible – approximately 10 hours per booklet when required

Location

Flexible

Term

The term of office 2 years or until the person chooses to resign, or is no longer a member of the Association. May be reappointed annually not exceeding 6 years.

Reports to

The Booklet Team Leader and the Design Team Leader

Position objective

Coordinate all design aspects of the Association's booklets in accordance with editorial objectives, policy and deadlines.

Requirements of the position

Essential requirements

- Current voting member of ABA
- Agreement in writing to abide by the ABA Code of Ethics
- Viewed the Volunteering with ABA presentation
- Compliance with ABA's Workplace Health and Safety (WHS) policy

Skills and Experience

- Experience in design and layout using industry-standard design software
- Ability to coordinate booklet compilation to pre-press
- Strong organisational and communication skills
- Ability to use an industry-standard desktop publishing package
- Ability to meet deadlines
- Ability to work as part of a team

Knowledge

- Good understanding of a magazine publication process

Qualifications

- Design qualifications highly desirable

Communication

- Booklet Working Team Leader

- Breastfeeding Information Manager
- Senior Manager Corporate Affairs
- Manager Breastfeeding Information and Research
- Marketing Manager
- Proofreading and Approval Team Leader
- Design Working Team Leader
- Visual Images Team Leader
- Printer

Key responsibilities

- Coordinate visual content and layout for the booklets in accordance with editorial objectives, policy and within deadlines
- Source and select images
- Liaise with printer

Delegated authority

The Booklet Designer has authority to act within the guidelines of this position description, the Australian Breastfeeding Association Constitution, the Code of Ethics, ABA policies and procedures and the Delegations Manual.

Key performance indicators

- Booklets are prepared by required deadlines
- ABA Design Style Guide followed
- Professional design standards achieved
- Communication responses are prompt

Revision history

Revision	Date	Description of modifications
V1	23 September 2014	New Position Description. Approved by Senior Manager Corporate Affairs