

## DESCRIPTION

Maynooth Students' Union (MSU) is the representative body for all students of Maynooth University and St Patrick's College Maynooth. MSU is a thriving community of students engaging with their education and extracurricular activities. MSU has been championing student issues, representing, supporting, and enhancing the experience of students since 1976.

Operations Support Staff are key to the efficient running and delivery of Maynooth Students' Union Services to our students. Support staff are required for the following service operations between Sept 2020 to May 2021 (the organisation will provide you with hours during term time weeks, these hours may vary week to week).

### MSU Creative

The MSU Creative Team is a great place to build your portfolio, work with a busy team and gain valuable experience. From covering on-campus activities/events through to photography/videography and creating digital content for our weekly events campaigns, website and social media channels. We are looking for reliable, skilled and creative individuals to work with us in delivering high-quality digital content.

### Role Summary

The MSU Creative Team will work across all departments within Maynooth Students' Union. Digital content creation is core to our communication strategy. MSU Creative produces photo, video, digital, web, and traditional print content and promotion for various campaigns, events, and activities throughout the year. Creative Team members will report to the MSU Communications Manager and will work on a part-time basis with max allocation of hours, per member, of approx 5-8hrs per week or part thereof.

### Duties and Responsibilities

- Strong Customer service, communication, and interpersonal skills.
- Coordinate projects and work schedules with MSU Communications.
- Collaborate with MSU Elected Officers and staff on all projects.
- Contribute to the creative process, from conceptual phase to end product.
- Create photo, video, digital, web, and traditional print content in line with your identified areas of experience.
- Create online digital content including photography and videos.
- Work alongside MSU Officers and staff to demonstrate a level of skill and ability to execute and deliver work to an agreed brief
- Provide creative support at events, on and off-campus.
- Available to work evening and weekend hours as needed
- Display a willingness to learn and contribute ideas.
- Any other relevant duties as assigned by the MSU management

### Experience or Requirements

*We do not expect applicants to be skilled in all areas listed, but demonstrable experience in one, or more, desirable areas will be required.*

- Experience of industry-standard software eg. Adobe Creative Suite (desirable)
- Experience of online content software eg. Canva (desirable)
- Demonstrable graphic design or illustration experience (desirable)
- Demonstrable ability to shoot video & edit video/photos (desirable)
- Demonstrable experience writing Blogs or shooting Vlogs (desirable)
- Demonstrable Podcast or sound engineering experience (desirable)
- Demonstrable web development or HTML coding experience (desirable)
- Knowledge of MU Student Body and Campus Environs
- Availability to work agreed hours
- Computer literate with excellent organisational and time management skills
- Team Player, flexible work ethic.
- Capability to work from home, if required.