**Media Department Recruitment 2018 Semester 2**

**Availability: 6**

**Designer \*1**

Primary Responsibilities:

* Doing basic graphic design (posters, flyers, shirts etc.)
* Maintaining CDS website monthly
* Editing a monthly newsletter

Essential Criteria

* Excellent Photoshop skills
* Basic understanding on CDS events and goals.

Desirable Criteria

* Experience in Graphic Design and Website Maintenance
* Experience in Newsletter editing or similar

Application

* One piece of past design work
* Personal statement which addresses the criteria
* CV is optional

**Social Platform Editor \*1**

Primary Responsibilities:

* Updating and Maintaining English online social platforms. (Facebook, Instagram, Youtube etc.)
* Uploading photos and videos to platforms regularly
* Creating events on Eventbrite or Google forms.
* Interacting with our partners and followers on social platforms

Essential Criteria

* Expertise in using Facebook, Instagram, Twitter and Youtube.
* Basic knowledge on Google Forms
* Great Communication skills online.
* Fluent writing English.

Desirable Criteria

* Experience in being a social platform editor

Application

* A piece of writing work

Imagine you are about to post on Facebook before one of our China Talks, what would you write to attract more audience and be interactive with our followers?

* Personal statement which addresses the criteria
* CV is optional

**Wechat Editor \*2**

Primary Responsibilities

* Scheduling and Designing wechat articles online
* Communicating with Wechat followers
* Writing creative articles on wechat

Essential Criteria

* Expertise in wechat articles designing
* Past experience of being a public or private wechat editor
* Creative writing skills
* Basic knowledge on CDS wechat public account

Desirable criteria

* Knowledge in aesthetic design
* Knowledge on Photoshop

Application

* Past wechat design work
* Personal statement which addresses the criteria
* CV is optional

**Video Editor \*2**

Primary Responsibilities

* Scheduling and shooting videos
* Editing videos and adding subtitles

Essential Criteria

* Passion about learning video shooting and editing

Desirable Criteria

* Knowledge on video shooting and editing
* Knowledge on aesthetic design

Application

* Personal statement which addresses the criteria
* CV is optional