



## Position Description - Hearts Talk Designer

**Position title:** Hearts Talk Designer

**Volunteer commitment:** 20 hours per month

**Reporting to:** Marketing Manager

### About us

Since 1991 Romance Writers of Australia (RWAus) has been helping writers all across Australia (and beyond!) to follow their dreams. We provide support and inspiration while actively fostering opportunities for our members to engage in professional development, network with industry professionals, and pursue excellence in their writing and publishing careers.

### About you

Our monthly Hearts Talk magazine is a long-standing and respected legacy that members look forward to each month. You'll have advanced skills in Canva or InDesign, with a good eye for editorial composition, brand and voice consistency, and creative expression. You'll also be able to manage production turnaround, and be able to follow a style guide while still keeping the design fresh, fun, and informative.

### Responsibilities

#### *Marketing team*

- Develop, manage, and maintain an overall Hearts Talk layout design in line with the RWAus brand guideline.
- Be willing to explore the use of MobiMag, an in-Canva design app to improve the accessibility of our Hearts Talk content.
- Collaborate with the Hearts Talk Editor and Deputy Editor to ensure that all content is edited and ready for placement within the design. Produce a draft publication for proofing and amend as required prior to final export.
- Liaise with the IT Coordinator to upload and distribute Hearts Talk for the first week of each calendar month.

### Skills and experience

- Current financial member of RWA.
- Excellent communication, organisational, and interpersonal skills.
- A creative eye for detail and innovative design within a style guide framework.
- Ability to work effectively in collaboration with diverse groups of people to encourage positive communication and commitment to service delivery.

#### DOCUMENT CONTROL

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| Drafted by: | President - Louisa West | Date: | 15 November2023 |
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*RWAus - Position Description - Hearts Talk Designer*

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| Approved by: | RWA Committee | Date: |  |
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