

BURLYCON

BurlyCon Position Description

Job Title: Graphic Design Volunteer
Department: Media
Reports to: Content Manager / Media Chair
Position type: Volunteer

Time Commitment: The time commitment is year-round, generally 80 hours in a calendar year + meetings and the convention, if attending. This position will require more hours during at least the first year of implementation. BurlyCon is open to adding volunteers to help with duties if the time commitment goes beyond the availability of the person in this volunteer position or 80 hours + meetings, whichever is greater.

About BurlyCon

Burlycon is a community-oriented nonprofit organization dedicated to education and the growth of the burlesque community. We provide various resources, workshops, and events to support and enhance the skills and creativity of performers and enthusiasts alike.

Position Overview

As one of our graphic designers you will be responsible for bringing our message to life with images, videos/reels, and text. Working closely with our requesting committee members, Content Manager & Social Media Scheduler to create a consistent flow and appealing content for our social media platforms. (Mainly FB & IG).

Key Responsibilities

- Review organization content needs with Content Manager
- Build content for those upcoming organization needs
- Deliver content to requesting committee member and Content Manager for review and approval
- File content using the organization's naming conventions
- Collaborate with Media committee to build calendar as to when this content should be built in future years

Qualifications

- Experience with paid version of Canva or ability to learn it quickly through your knowledge of other graphic design platforms
- Experience with social media platforms' content requirements and capabilities. BurlyCon currently uses Facebook and Instagram. We are looking into starting a TikTok account, considering reviving our YouTube account, and will assess other platforms
- Ability to work independently
- Works well with a remote team
- Organizational and time-management skills
- Ability to meet deadlines or let committee members know if help is needed

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Requirements

- This position will require more hours during at least the first year of implementation. Volunteer at least 80 work hours in a calendar year + meetings
- Must use organizational email, Google Suite, and other organization approved technology, as needed
- Paid Canva version experience
- Not use AI imagery
- Schedule and maintain monthly meetings with Content Manager
- Attend all committee meetings. If unable to attend, volunteer must notify the Committee Chair in advance to ensure proper communication and continuity in their responsibilities
- Since this role is not required at the convention, if a volunteer in this role wants to attend the convention, they are expected to work 8 hours of volunteer time during the convention

Benefits

- Opportunity to contribute to the burlesque community
- Recognition and appreciation for the valuable role played in supporting the organization's commitment to the burlesque community
- Build applicable experience

Compensation

- In-Person convention pass, if you are attending
- ¼ of a shared hotel room at in-person convention with other committee members. For volunteer roles that are not required at the convention, we kindly ask you to contribute 8 hours of convention volunteer time in order to receive the above hotel accommodation
- Access to virtual course content as available to the committee
- Convention class photo and BIPOC Community photos, as applicable to attendees and attending members of the BIPOC community.

Application Process

To apply, please send your resume, which includes your relevant experience and your social media handles, and your graphic design work portfolio to hr@burlycon.org. We do not judge your resume design nor the number of graphic design pieces you share, so please don't get hung up on that. Seriously, it's cool. Applications will be reviewed on a rolling basis until the position is filled.

Burlycon is committed to creating an inclusive environment for all employees and encourages applications from all qualified individuals regardless of age, color, sex, disability, national origin, race, religion, or veteran status.