

Communications

Role: Production Coordinators (Street Team)

Description:

The Production Coordinator is responsible for creating the FIMSSC promotional material and engaging students within the Faculty through digital mediums in the form of reels, photos, videos, and more! Do you have a knack for creativity and a passion for effective communication? In this role, you'll play a pivotal part in the promotion of the FIMS and FIMS related impactful communication materials. Your responsibilities extend to handling production endeavors that go beyond FIMSSC's scope, including graphics and promotions for various positions. You'll also assist OPENWIDE in their online promotions and work closely with the FIMS Faculty to conceptualize and promote valuable hard skills workshops. If you're ready to be a driving force behind our communication efforts and contribute to a dynamic academic community, this role is your canvas for creativity and collaboration. Join us and help shape the FIMS experience through the power of effective communication!

Additional responsibilities include:

- Working closely with the Advocacy Commissioner, Student Support Coordinator, and OPENWIDE Editor-in-Chief to provide adequate communications material
- Responsibility for any production endeavours not directly associated with FIMSSC (graphics and promotions for the positions listed above)
- Aiding OPENWIDE in their online promotions
- Assisting FIMS Faculty in conceptualizing, planning, and promoting hard skills workshops
- Compiling collection of all material and resources utilized during the publication year, for submission no later than the end of March and, have at least one formal meeting with their successor to ensure smooth transition
- Carrying out any other duties determined by the FIMSSC

