



POSITION DESCRIPTION

Digital Publications Portfolio Leader

The Digital Publications Portfolio Leader works with TASA's Executive Officer to manage TASA's digital publications. These include:

- Annual Report
 - Within InDesign, uploading Executive reports into the pre-designed Annual Report template and styling to suit
- Conference Proceedings
 - Within InDesign, Creating
- Book of Abstracts
 - Within InDesign, Creating the first few pages and back page; and
 - uploading all abstract submissions (received in Word)
- Flyers for events
 - Within InDesign, and/or Illustrator designing flyers for TASA events on an ad-hoc basis
- TASA Thursdays
 - Create annual calendar of events
 - Invite potential speakers
 - Host most events (some have member hosts)
 - Edit recordings & upload to TASA's YouTube channel
- Social Media accounts
 - Twitter
 - Promote TASA events
 - Promote TASA recordings
 - Promote TASA journals
 - Facebook
 - Promote TASA events
 - Thematic Group social media accounts
 - Audit to ensure they are active and aligned with TASA's values statement
 - Auditing should be conducted in consultation with the Public Sociology Portfolio Leader, Thematic Group Portfolio Leader, and Vice-President.
 - SoundCloud
 - Upload content when produced
 - YouTube
 - Upload TASA event recordings

Skills: Some knowledge of the following:

- Zoom
- InDesign
- Illustrator
- Premiere Pro skills (or equivalent video editing software)
- Audio software
- General awareness of HTML

- Cloud Computer
- Office Suite

*Access to Adobe Suite for the above preferable

Executive Member: One member of the Digital Publication Portfolio is an *ex officio* member of TASA's Executive and is required to attend quarterly Executive meetings (2 online and 2 in-person meetings where flights and accommodation are paid for by TASA) and produce Digital Publication reports for those meetings as well as for the Annual Report.

Process:

- Position to be held by one person or (preferably) a small team
- Appointment will run for two years concurrent with Executive terms of office, but individuals/teams may apply for successive terms.
- Digital Publications Editor(s) to be appointed by Executive following a call for Expressions of Interest.
- All team members must be members of TASA throughout the term of appointment.