



# CTV Graphics Coordinator

*Rocky Mountain Student Media Corporation is committed to increasing the diversity of our staff and providing a culturally responsive work environment. We encourage applications from people of all backgrounds and abilities. While RMSMC is an independent corporation from the University, we embrace Colorado State's Principles of Community to guide us in our educational mission. We look to provide CSU students with hands-on, real world training to develop the skills needed for successful post-college careers while also delivering news, entertainment, and engaging content to the CSU and Fort Collins communities For a full EOE and DEI statement (and for other corporate info) visit: <https://rmsmc.com/documents/>*

**Description:** The Graphics Coordinator is a leader who oversees and creates graphics for live shows. The Coordinator is enthusiastic about creativity and consistency across all platforms and is able to manage others in order to accomplish engagement-driven goals.

**An ideal candidate has the following traits:**

- Strong understanding of Adobe Photoshop, Adobe After Effects and editing principles; preference to candidates who have previously taken Visual Communication.
- Thinks ahead and plans for success of the station.
- Understands the importance of working outside of business hours to respond to breaking news.
- Effective communication skills and an ability to make decisions under pressure.
- Strong understanding of journalistic ethics and its application to crafting television graphics. Responsive to newsworthy events and prioritizes timeliness.
- Prioritizes teamwork to maintain an inclusive and professional culture.
- Open to finding new ways to engage audiences by utilizing platform-specific functions.

**Main Responsibilities:**

- Creates graphics in Adobe Photoshop and Adobe After Effects for all shows, including Full Screen Graphics, OTS's and Lower Thirds.
- Reviews and approves any graphics created by staff.
- Plans for multimedia coverage and communicates with the Executive Producer in order to maintain an engaging visual presence.
- Works with new reporters to encourage effective visual communication.
- Attends the majority of shows and plans graphics in advance.

**Time Commitment:** Must be able to attend at least one to two of the shows weekly from 6:30 p.m. until the show is uploaded to YouTube and scheduled on the server, Monday through

Thursday (or as shows need). Must be able to attend an hour meeting once a week with the rest of the management team. Overall, must be able to commit 6 hours a week.

**Compensation:** Compensation will be \$15 per hour. Employees are encouraged to apply for University work study. Employee Benefit information through Colorado State can be found on HR's Website: <https://hr.colostate.edu/current-employees/benefits/>. Colorado State University may conduct background checks on all final candidates. If the employee does not qualify for need-based work-study, they may be asked to apply for Non-need Work Study. Colorado State University may conduct background checks on final candidates. Employee benefit information can be found on HR's Website at <https://hr.colostate.edu/current-employees/benefits/>

**To apply:** Submit a resume, cover letter, and any relevant graphics to [ctv@collegiantv.com](mailto:ctv@collegiantv.com) with the subject line: "CTV 2025-2026 Application: Graphics Coordinator." The priority deadline is 5 p.m. on April 19 but the position is open until filled. Be prepared to answer questions regarding the attributes and responsibilities listed above.

For more information about CTV or questions regarding the positions, please contact either/or:

- Bailey Borkowski - Executive Producer
  - [ctv@collegiantv.com](mailto:ctv@collegiantv.com)
- Adam Carlson - Program Director
  - [adam.g.carlson@gmail.com](mailto:adam.g.carlson@gmail.com)