Hey there, we’re Scout! We’re a student-run design studio that aims to foster the design community at Northeastern University. We’re now accepting student applications to join the following teams:

- **Studio**: Work on real client work alongside student designers + developers who are excited about learning on the job and doing things for the first time. We work on branding, packaging, UI/UX design, web development, and application development and are always looking to work on something new.

- **Marketing + Events**: Promote and advocate for the design community through hosting a biweekly speaker and interactive workshop series. We’re looking for candidates that love to curate an Instagram feed, write the next-big-hit on Medium, or photograph events.

- **Labs**: Work with community partners to implement the design-thinking process with a non-profit in the Boston area. We’re seeking an enthusiastic team of designers, developers, and strategists in all fields of study to prototype interdisciplinary solutions for social good.

- **Conference**: Interventions was our first design conference. Want to help us make the next? We’re looking for designers, developers, and doers to work in branding, web, and logistics positions.

- **Engagement**: Scout just celebrated its 5th birthday, and we put together a team to help connect the dots among every member of our community to provide the best value for team members past, present, and future. We’re looking for designers, developers, and thinkers to help us further develop our API project and more.

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**Scout Studio**

Roles and Responsibilities

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**Project Lead**

In addition to the responsibilities of a designer or developer, Project Leads have the following responsibilities:

- Help the management team select projects
- Define project scope, timeline, and performance metrics in the form of a project proposal
- Act as the main point of contact for the client, and coordinate and lead regularly-scheduled meetings with your team, your client, and Scout’s Design and Tech Directors and faculty advisor
- Help your team achieve their learning objectives, and foster a team culture that values open communication, constructive criticism, and having fun!
- Organize and deliver all assets and deliverables outlined in the project proposal to the client at the end of the engagement
**Designer / Developer**

- Design/develop project deliverables at the direction of the Project Lead and according to the project proposal
- Communicate and share regular progress updates in person and via project management software tools
- Critique team members’ work respectfully and frequently

*Applicants must be enrolled in classes and able to commit 10 hrs/wk while serving as a member of Scout Studio.*
Scout Marketing + Events
Roles and Responsibilities

Blog Manager
Roles and Responsibilities
The Blog Manager will be responsible for sourcing interesting and relevant blog posts from key people in the Scout and design community, as well as assisting in the writing and editing of said posts. They will work to advance the visibility and engagement with Scout’s blog by working with the Marketing Director to grow the email list, as well as drafting and sending PR pitches to Boston news sources and publications. Additionally, the Blog Manager will own the Weekly Dose of Design, including sourcing and writing content, formatting, and sending to the email list on a weekly basis.

You are
Interested in the impact of design within the design community, as well as its implications across all disciplines and know how to seek out compelling people and stories. You have experience writing and/or editing, whether that be professionally or personally. You are creative, self-driven, and detail-oriented.

Qualifications
Any Northeastern undergrad enrolled in classes for the Spring semester may apply. Experience with Medium and MailChimp are preferred, but not necessary. Strong written and communications skills are required.

Events Coordinator
Roles and Responsibilities
The Events Coordinator owns all Scout events (except conference), including sourcing and reaching out to speakers, communicating event content and logistics to speakers, and organizing event logistics (ordering posters, booking rooms, ordering food, etc.). This role will measure, collect, and document feedback and event analytics for each event and be expected to use that to make improvements to the content and processes.

You are
Dedicated to opening the design community to all disciplines through engaging and relevant speakers and topics. You thrive on making sure everything goes according to plan, but are also flexible and adaptable. You are incredibly organized and a proactive communicator.

Qualifications
Any Northeastern undergrad enrolled in classes for the Spring semester may apply. At least 1 co-op, especially in event planning or communications, is greatly preferred but not necessary. Strong organizational and communication skills a must.
**Photographer/Videographer**

*Roles and Responsibilities*

The photographer/videographer will own all the visual documentation and photo/video branding of what goes on in Scout for the semester, including photographing all events, generating ideas for ways to use video to continue the brand and highlight events and promotions, and documenting the accomplishments of individual teams throughout the semester. The photographer/videographer will communicate with the Marketing Director and Social Media Manager to create compelling content for all social media platforms and other promotions.

*You are*

Passionate about visual arts and always looking for new and exciting ways to film and create. You know how to add your personal style while also ensuring collateral is on-brand with Scout and flows well with past visual content. You are reliable and relentless in pursuit for top-quality creation.

*Qualifications*

Any Northeastern undergrad enrolled in classes for the Spring semester may apply. Experience with photography and videography (both filming and editing) is a must. Portfolio required.

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**Social Media Manager**

*Roles and Responsibilities*

The Social Media Manager is the main written content creator for the Marketing + Events team, and owner of digital communications via Facebook, Twitter, Instagram and LinkedIn. This role will create and source written content, as well as work with the Collateral Designer and Photographer to create visual content to promote Club Scout, events, recruitment, and display the work of different teams across Scout. The Social Media Manager will work with the Marketing Director to examine social media analytics and develop strategies based on findings. Additionally, the Social Media Manager will work with the Marketing Director and Blog Manager to reach out to key persons and organizations in the design community and beyond to promote and expand the reach of Scout.

*You are*

Willing to become intimately familiar with the Scout voice and visual brand. You have an eye for design and brand cohesiveness across all social media forums. You know how to analyze data and turn it into real strategies to increase engagement. You are proactive, collaborative, and organized.

*Qualifications*

Any Northeastern undergrad enrolled in classes for the Spring semester may apply. Previous experience with marketing, social media, or communications are preferred, but not required. Strong written and verbal communications skills are a must.
**Collateral Designer**  
*Roles and Responsibilities*

The Scout Collateral Designer is responsible for creating posters and other print materials to promote Scout and events organized by the studio. The Scout Collateral Designer is also in charge of the production of digital content for Scout’s website, blog posts, and social media. This position plays a crucial role in engaging the broader Northeastern community and expanding the Scout community. You will collaborate with the Scout Design Director for art direction and design critique.

**You are**

Self motivated and interested in translating concepts of speakers, workshops, and events into visuals. You understand the Scout brand but are interested in exploring and expanding our visual language.

**Qualifications**

Any Northeastern undergrad enrolled in classes for the Spring semester may apply. Experience with print design is a must, and interest in digital design preferred. Portfolio required.

*Applicants must be enrolled in classes and able to commit 10 hrs/wk while serving as a member of Scout Marketing + Events.*
Scout Labs
Roles and Responsibilities

Strategist
● Engage in the human-centered design process with a Northeastern Service Learning Center partner, working alongside their area of expertise to define problems and prototype solutions for their needs.
● Research the project focus by observing, surveying, and interviewing community leaders, subject matter experts, and nonprofits also dedicated to the project focus.
● Develop partnerships with university students, alumni, faculty, and staff with working knowledge of the project focus.
● Ideate, design, and test potential solutions to the project focus.
● Implement and measure the performance of the proposed solution.
● Engage and update community stakeholders openly and proactively.
● Work across interdisciplinary facets of design, development, and strategy with an openness to learning new skills and sharing your own expertise.

*Applicants must be enrolled in classes and able to commit 10 hrs/wk while serving as a member of Scout Labs.
Scout Conference
Roles and Responsibilities

**Designer**

*Role and Responsibilities*
The conference team’s designer(s) will build the conference’s brand from the ground up. Along with a flexible brand and design system, you’re responsible for working with the Conference Director and Marketing Lead to define and deliver all designed assets for the conference, including but not limited to: the website (desktop/mobile), wayfinding, print collateral (advertising and day-of), and attendee take home collateral (t-shirts, notebooks, stickers, etc.)

*You are*
Immersed in the design community at Northeastern and in the greater Boston area, and have an eye on the pulse of design trends and thought leaders. You have a strong portfolio with experience building systems and brands, and do your best work on a team. You’re willing to jump on any projects that need your help, but also willing to learn each and every day.

*Qualifications*
Any Northeastern undergrad enrolled in classes for the Spring semester may apply. Print design experience is a must, and web design experience is greatly preferred. Must submit a portfolio to be considered (portfolio website, Behance, Google Slides, etc all count!)

**Developer**

*Role and Responsibilities*
The conference team’s developer(s) will work closely with the Conference Director and designers to build the conference’s outward-facing website. You’re responsible for implementing designs to build a clean and easy to maintain site that is fully responsive on all devices.

*You are*
Passionate about the way that design and development work hand in hand, and value designers as integral members of your team. You’re highly motivated, think iteratively, and pride yourself in writing clean code. As a developer, you still consider yourself an active member of the design community both at Northeastern and at large, and have a strong portfolio to show for it.

*Qualifications*
Any Northeastern undergrad enrolled in classes for the Spring semester may apply. Co-op experience is preferred. Working design knowledge or experience is a plus. Must submit a development portfolio to be considered.
Marketing Lead

*Role and Responsibilities*

The conference team's marketing lead will work closely with the Conference Director and Logistics Coordinator to develop and execute on a marketing plan for Scout's 2019 conference. The conference marketing efforts touch ticketing, advertising, social media, content creation, and outreach to current students at all Boston area colleges, CAMD and Scout alumni, and design professionals in the greater Boston area.

*You are*

Passionate about the design and technology community both at Northeastern and in the greater Boston area, and especially about making design accessible to all disciplines. You're self-driven, well-organized, and have experience building and executing on a marketing campaign.

*Qualifications*

Any Northeastern undergrad enrolled in classes for the Spring semester may apply. At least 1 co-op is greatly preferred but not necessary. Strong verbal and written communication skills are a must.

Logistics Coordinator

*Role and Responsibilities*

The conference team's logistics coordinator will work closely with the Conference Director to source speakers, assist with execution of the marketing plan, and research and coordinate day-of logistics such as venue, catering, and ticketing.

*You are*

Most importantly self-driven, willing to get your hands dirty, and a team player. You pride yourself in being highly-organized with great attention to detail and you communicate openly and often. Additionally, you're passionate about the design and technology community both at Northeastern and in the greater Boston area, especially about the role you play in it as a current student and soon-to-be professional.

*Qualifications*

Any Northeastern undergrad enrolled in classes for the Spring semester may apply. At least 1 co-op and prior event-planning experience are greatly preferred but not necessary. Strong verbal and written communication skills are a must.

*Applicants must be enrolled in classes and able to commit 10 hrs/wk while serving as a member of the Scout Conference team.*
Engagement Team
Roles and Responsibilities

Community Manager

Role and Responsibilities
The engagement team’s community strategist will work closely with the Engagement director to research, design, and execute a variety of projects for Scout’s growing community of past, present, and future members. Projects include but aren’t limited to: Studio critique sessions, monthly newsletters, alumni social events, etc.

You are
Passionate about defining and shaping Scout’s unique culture, both inside and outside the university. You are interested in making sure every community member has a fantastic experience with this organization.

Qualifications
Any Northeastern undergrad enrolled in classes for the Spring semester may apply. Preferably returning Scout members, but open to anybody with experience in community building. Strong verbal and communication skills are a must.

*Applicants must be enrolled in classes and able to commit 10 hrs/wk while serving as a member of the Scout Engagement Team.