Expression of Interest Brief – Designer/Compositor Contractor

Weekly Community Newspaper
Part of a Designer/Compositor Team
Tender Closing Date: 20 November 2026

1. Introduction
The Winchelsea Star Association Inc. is seeking expressions of interest from individuals or small businesses to provide Designer/Compositor services for the weekly production of the *Winchelsea Star,* with a pause in production over Christmas New Year period.

Contractors must hold an Australian Business Number (ABN).

2. Scope of Services
The Designer/Compositor contractor will be responsible for producing complete editions of the Winchelsea Star according to an agreed allocation of weekly issues across the year.

Key responsibilities include:

- Designing and laying out full editions using established templates and style conventions.
- Preparing photographs for publication (cropping, resizing, colour correction).
- Placing advertisements according to bookings and specifications as per Advertising Manager's direction.
- Liaising with Editors who set content priorities and may suggest front cover image selection.
- Communicating effectively with other members of the design/compositor team.
- Meeting weekly production deadlines:
    - Receive editorial content
    - Complete layout and prepare the print-ready PDF
    - Deliver the print-ready PDF to the printer by **Monday 4 pm** & email to subscribers
- Providing backup layout support when other team members are unavailable.
- Participating in training, induction and handover sessions.
- Adapting to any future template or design system introduced by the Committee.

3. Contractor Requirements
Interested persons must:

- Hold an ABN.
- Demonstrate capacity to meet weekly deadlines.
- Show strong communication skills and ability to work within a small team.
- Demonstrate attention to detail and consistency.
- Be willing to undertake training in Adobe InDesign (if not already proficient).
- Be able to work independently when producing allocated editions.
- Be available to provide occasional backup when other team members are unavailable.

Desirable attributes:

- Experience with Adobe InDesign or similar layout software.
- Experience in newspaper, magazine or newsletter production.

- Experience preparing print-ready files and liaising with printers.
- Photography or image-editing skills.
- Newsletter software experience (create & send)

4. Payment Structure
Contractors are paid per edition produced, an indicative amount of **$250-$300** per edition, that is subject to negotiation.

Contractors operate within a rotating roster system in negotiation with other contractors. Additional editions may be offered when other team members are unavailable.

5. Submission Requirements
You must submit:

1. **Cover letter** outlining interest in the role.
2. **CV or capability statement**.
3. **ABN details**.
4. **Examples of relevant design or layout work** (if available).
5. **Any relevant community or publication experience**.
6. **Two referees** (optional but preferred).

6. Submission Deadline
All tenders must be submitted by:
5:00 pm – Friday 20 November 2026
Late submissions will not be considered.

7. Submission Method
Expressions of Interest should be emailed to:
Elaine Atkinson President – Winchelsea Star
Email: president@winchelseastar.org.au

8. Assessment Process
Submissions will be assessed by an appointed Selection Panel, authorised by the Committee of Management.
Assessment criteria include:

- Capability and experience
- Ability to meet deadlines
- Communication skills
- Quality of sample work
- Fit with the Winchelsea Star's community values
- Availability and flexibility
- Referee feedback (if provided)

Shortlisted candidates may be invited to an interview.

9. Contact for Enquiries
For questions or clarification, read the Q & A Sheet over page or contact:
Elaine Atkinson
President – Winchelsea Star Email: president@winchelseastar.org.au
Phone: 0458 009 616

Designer/Compositor Expression of Interest – Q&A

Is this a single role or a team role?

It is a **team role**. We currently have **one Designer/Compositor**, and we are seeking **additional people** as we aim to have a team of potentiallly **three rostered Designer/Compositors** to ensure continuity and cover any potential shortfalls in production throughout the year.

How does the roster work?

Each Designer/Compositor is responsible for specific editions throughout the year. You will not produce every edition — only those allocated to you on the roster.

Do I need professional experience?

No. If you have basic design skills and can use Adobe InDesign (or are willing to learn), full training will be provided.

Is this a paid role?

Yes. This is a contract role with **payment per edition**.

Will I receive support?

Yes. You will work with our existing Designer/Compositor and a small production team, using our established template and workflow.

How much time is required?

The workload varies depending on your rostered editions. Each edition involves layout, design, and preparing the print-ready file.

Can I use this for my portfolio?

Absolutely. Many designers use community publications to build experience and showcase real-world work.

What does the Expression of Interest involve?

The Expression outlines expectations, responsibilities, and the production process.

When do submissions close?

Submissions close **20 November 2026**.

Who can apply?

Anyone with enthusiasm, reliability, and an interest in design, layout, or community media.