

## **Production and Design Editor**

**Purpose:** The Production Editor's purpose is to assume responsibility and autonomy over the design of the entire print publication of *The Peak*.

### **Duties:**

- Overseeing the entirety of the design for the print issue, including:
  - Delegating tasks to the Assistant Production Editor(s), training and assigning illustrations to contributors, and approving all production work
  - Collaborating with section editors to visualize sections
  - Collaborating with the Photo Editor and illustrators when necessary
  - Exporting of print publication files to printer fileserver.
  - Engaging in printer correspondence when necessary
  - Maintaining an extensive knowledge of Adobe InDesign, Adobe Illustrator, and Adobe Photoshop. This includes maintaining a template library that can be used on multiple computers, creating outlines of fonts to ensure proper exportation without rendering glitches, creating clean outlines of hand-drawn line art, etc.
  - Ensuring that pages with edited content are prepared on Friday, latest. All pages must include copy previously edited by the Copy Editor and Editor-in-Chief
  - Managing the efforts of the layout assistant(s)
- Working with other editors and the Promotions Coordinator to plan social events to create community outreach and build the number of *Peak* contributors
- Represent the paper at events like Clubs Days to speak with potential contributors
- Leading design/layout workshops on a semesterly basis
- Attending weekly collective and editorial meetings
- Attending weekly production days
- Responding to complaints and grievances over content published where necessary
- Keeping publicly-posted office hours on at least two days per week during the Fall and Spring semesters, and at least one day per week in the Summer semester
- Training the incoming production editor and layout assistants, including through writing a comprehensive and helpful exit report upon leaving the position
- Serving on committees as necessary
- Working with Business Manager to ensure quality of ad placement

### **Qualifications:**

- Must have an extensive knowledge and experience with graphic design and layout
- Must be proficient in Adobe InDesign, Adobe Illustrator, and Adobe Photoshop
- Ability to lead a team of designers
- Ability to communicate well

### **Other notes:**

- This position is hired on a semesterly basis, and is a part-time position

- Pay is a stipend of \$330 per issue for Fall and Spring semesters and \$280.50 for the Summer semester
- Hours are flexible and will change from week to week, with a minimum of 20 hours per week and mandatory attendance at collective meetings, editor's meetings, and production

*NOTE: not meeting the stipend requirements may result in dismissal or pay reduction.*