

***The Cascade* Production Assistant contract**
Rate of pay: \$80 per issue

Job Description:

The Production Assistant is responsible for designing and laying out sections of *The Cascade* as directed by the Production Manager, and other design tasks as needed. This includes but is not limited to managing photos, caption spaces, and insertion of text in sections as assigned.

At all times, the Production Assistant must adhere to the Cascade Journalism Society bylaws, Code of Conduct, and other policies; shall not violate the Canadian University Press Code of Ethics; and shall always behave in an ethical manner as a representative of the paper.

Duties and Responsibilities:

1. Aid the Production Manager and other Production Assistants in the production of the final layout of various sections in each issue of *The Cascade*.
2. Insert photos, text, caption spaces, and advertisements as required.
3. Review proofs for design and formatting on production days and provide feedback to improve the look and consistency of typesetting and design.
4. Perform other job-related duties such as media kit or graphic design as required by the Production Manager and/or by the Editor-in-Chief.
5. Designs ads, graphics, or illustrations as required by the Production Manager.
6. This position requires equipment for writing and e-mailing. The contractor will provide their own equipment needed. I.e Laptop, Recorder
7. As a contractor this position requires billing for work completed. Issue an invoice to the Cascade on a bi-weekly basis.

Qualifications

1. Must be registered in at least one course for credit during the Fall/Winter semesters.
2. Must be available to work varying hours, especially on Mondays and Tuesdays.

3. Must have advanced design skills, specifically with the Macintosh platform and Adobe Creative Suite software.
4. Must be a member in good standing of the Cascade Journalism Society.
5. Must be able to deal effectively with Society and university staff, students, and the general public.