

***The Cascade* Production Manager contract**

Rate of pay: \$220 per issue

Job summary:

The Production Manager is responsible for producing *The Cascade* and editing final proofs before sending them off to the printer. The Production Manager shall work in consultation with the Editor-in-Chief to make layout decisions, coordinate production staff, and oversee layout, design, and artistic aspects of the paper including cover and feature design. The Production Manager shall also ensure that all materials produced and distributed by *The Cascade* are consistent, readable, and aesthetically appealing.

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

Duties and responsibilities:

1. Oversee production and edit the final proof of *The Cascade* for layout.
2. Delegate tasks to the Assistant Production Manager, assign illustration tasks to contributors, and approve all production work
3. Ensure page templates for each issue exist, are properly numbered, and indicate placement of advertisements.
4. Work in consultation with the Editor-in-Chief to design the front cover of each issue.
5. Collaborate with section editors to design sections.
6. Design and lay out the feature of each issue. This may be accomplished in conjunction with other production and editorial staff.
7. Review proofs for design and formatting early in each production day and provide feedback to improve the look and consistency of typesetting and design.
8. Recruit illustrators and photographers, help them to develop their skills, and organize the collection of images to be used for articles within *The Cascade*, including comics and editorial cartoons. This will require attendance at writers' meetings for the purpose of assigning image responsibilities to writers.
9. Maintain the Production Manager training manual for present and future production staff.
10. Organize and maintain current and archived issue files on the server.
11. In conjunction with the Managing Editor and EIC, ensure that issue files are uploaded or otherwise delivered to the printer on or before deadline.

12. In conjunction with editorial staff, endeavor to generate and/or solicit story ideas that may be worthy of in-depth coverage in the features section.
13. Must be available on production days as needed, as well as scheduling up to five office hours on non-production days in conjunction with the Managing Editor.
14. Attend writers' meetings and Editorial Board meetings.
15. Aid the Business Manager in the design of advertising and/or promotional material for *The Cascade*.
16. Perform other duties as required by the Editor-in-Chief.

Qualifications

1. Must be a member in good standing of the Cascade Journalism Society.
2. Must be registered in at least one course for credit during the fall/winter semesters.
3. Must be available to work varying hours, especially on Mondays and Tuesdays.
4. Must have advanced design skills, specifically with the Macintosh platform and Adobe Creative Suite software.
5. Must be able to deal effectively with Society and university staff, students, and the general public.

Benefits

1. Networking opportunities
2. Experience and Resume builder
3. Remuneration of \$220.00 per issue
4. Earlier Course Registration
5. Discount Parking