

The Cascade Business Manager contract

Rate of pay: \$330 per issue plus 30% commission on local ad sales

Job summary:

The Business Manager is responsible for the financial management and external presence of *The Cascade*. The Business Manager works closely with the Cascade Journalism Society treasurer to ensure the budget is being adhered to. The Business Manager is also to manage *The Cascade's* local ad portfolio and supervise the Advertising Representative and Distributor.

Duties and responsibilities:

1. In conjunction with the Managing Editor and Editor-in-Chief, establish a production and pay schedule at least two months prior to the beginning of each school year, and file payroll accordingly.
2. Deposit all cheques from advertisers.
3. During production, ensure proper placement, quality, and size of all ads in the issue.
4. Prepare an ad TOC for production, due by Monday at 8:00 a.m.
5. Send invoices and copies of ads (tear sheets) to advertisers.
6. Be responsible for all accounts payable.
7. Work in conjunction with the Advertising Representative to sell a minimum of \$300 in local advertising per issue.
8. Work in conjunction with the Advertising Representative to liaise with advertisers and ensure payment is collected in a timely manner, or that interest is added to outstanding invoices.
9. Work in conjunction with the Production Manager and Editor-in-Chief to design promotional materials such as posters and house ads.
10. Oversee distribution, which includes exploring new off-campus distribution sites. Carry out distribution in the absence of distribution staff.
11. In conjunction with the Editor-in-Chief, Managing Editor, and Cascade Journalism Society treasurer, plan the annual budget and ensure it is adhered to and/or necessarily adjusted upon approval of the Board of Directors.
12. Purchase and maintain office equipment and supplies.
13. Organize fundraising events or initiatives (at least one per year) in conjunction with the Managing Editor and Editor-in-Chief.
14. Facilitate campus and community connections for *The Cascade* in the interest of creating a positive climate for ad sales and improving the paper's public presence.
15. Produce monthly reports for the CJS Board of Directors.
16. Coordinate with executive staff and other *Cascade* staff to organize the attendance of delegates at journalism conferences such as NASH.

17. Must provide working equipment. I.e. Laptop
18. Must bill the Cascade for work completed.

Qualifications

1. Must be a member in good standing of the Cascade Journalism Society.
2. Must be registered in at least one for-credit course during the fall/winter semesters.
3. Must be available to work varying hours.
4. Must demonstrate strong command of the English language by passing an editing test, which will be administered during the interview process.
5. Must have knowledge of all relevant laws and journalistic standards concerning libel.
6. Must be able to deal effectively with Society and university staff, students, and the general public.