

JOB OPPORTUNITY
Posting Date: 8/6/03
Closing Date: 8/22/03

To be considered for the following position, you must submit a cover letter, resume & sample of your work to Human Resources by the above listed closing date.

POSITION AVAILABLE: Productions Specialist – Hi Families

LOCATION: Eugene - Public Policy & External Affairs Department

SALARY RANGE: \$23,532/year - \$32,945/year (Pay Grade 4)

JOB DESCRIPTION:

Prepares *Hi Families* magazine and other productions for print under the direction of the Director of Communications.

- 1. Produces effective layouts for *Hi Families* magazine and other major printed productions by**
producing digital pre-press documents which incorporate principles of graphic design. Recommending graphic concepts and styles appropriate for the assigned communications projects.
- 2. Recommends methods and formats of production by**
researching cost effectiveness and visual appeal under the supervision of the Director of Communications.
- 3. Recommends production process and vendors by**
Obtaining costs/bids and evaluating vendors who supply production services for digital pre-press, printing, bindery and distribution.
- 4. Prepares resources for printing productions by**
gathering, assembling and recommending photos and necessary information from staff and families.
- 5. Prepares resources for *Hi Families* by**
gathering, editing, and assembling articles and photos from staff and families. Writes supplemental text and articles.

- 6. Organizes *Hi Families* information by**
maintaining production files of text, photographs and digital documents.
- 7. Ensures *Hi Families* work flow by**
maintaining magazine schedule and enforcing deadlines with staff writers.
- 8. Ensures accuracy of information and authorization to include photos and stories in *Hi Families* by**
following established proofing and approval procedures for all productions; obtaining necessary photo and story releases.
- 9. Processes information by**
responding to communications relating to productions and *Hi Families* magazine.
- 10. Supports Holt public relations by**
preparing and writing press releases for local and national media under the direction of the Vice-President and Director of Communications.
- 11. Ensures viability of *Hi Families* subscriber information by**
working with Finance Department and computer database personnel to get best Viking data for magazine list. Communicates with constituents about subscription issues and manages donor/subscriber marketing.
- 12. Maintains *Hi Families* website by**
Working with Internet Technician and Internet Administrator.
- 13. Prevents losses in productivity by**
maintainin g computer equipment and supplies.
- 14. Maintains financial accountability by**
preparing purchase order, following established procedures for invoices and billing.
- 15. Contributes to team effort by**
accomplishing related results as needed.

QUALIFICATIONS AND JOB EVALUATION DOCUMENTATION:

KNOWLEDGE: Bachelor's degree in communications, applied graphic arts, journalism or equivalent skills and three years' experience. Through knowledge of Macintosh desktop publishing software: QuarkXpress, Adobe Photoshop, Adobe Illustrator, Microsoft Word; digital pre-press processes, offset printing processes, bindery, printing papers and inks; graphic design principles, typography, digital image manipulation. Knowledge of Internet Communications, Website creation. Knowledge of photography and digital scanning of photographs and other graphics. Knowledge of modern office equipment and processes.

INFORMATION PROCESSING: Assemble and manipulate text, photos and other graphics for layout. Ensure accuracy. Use and adapt software programs for digital pre-press. Must be particularly adept at employing principles of graphic design.

SCOPE OF RESPONSIBILITY: Ability to work independently. Ability to analyze communications goals and implement appropriate solutions. Prepares layouts under the supervision of the Director of Communications. Maintains project schedule.

INTERPERSONAL COMMUNICATION: Ability to work well with other employees to obtain compliance with accounting policies. Ability to exercise good judgment, courtesy, and tact in contacts with employees and the public.

IMPACT OF RESULTS: Accurate and timely productions which effectively communicate goals and heart of Holt International's services for children and families.

DESCRIBE CONTROLS: Director of Communications provides direction and reviews work for effectiveness, accuracy and results obtained.