**PRODUCTION MANAGER**

**Spring 2020**

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The Production Manager is responsible for managing layout, design, and the full production process of *The Wire*. This includes managing a team of Production Associates, collaborating with the Managing Editor to determine pagination, participating in the weekly layout process, and ensuring that all pages are correctly laid out.  It also includes maintaining the newspaper template, designing promotional materials, and other miscellaneous design-related tasks.  The Production Manager must have strong Adobe InDesign skills, as well as competent Adobe Photoshop or Illustrator skills, and must be able to provide related training for the production team and other staff members, per request. He/she will participate in editor meetings and in weekly critiques of the paper. The Production Manager will also oversee long-term development of *The Wire*’s layout and design aesthetics, which will include creating new page templates and design elements. He/she is also responsible for overseeing layout for the *Circuit*, *The Wire’s* magazine, which is published approximately twice per semester.

The Production Managers are responsible for hiring and training a team of Production Associates at the beginning of each semester.

The ideal Production Manager will be extremely organized, a decisive and strong leader, and will work effectively and efficiently. They will also work well with second Production Manager. This person must be able to identify areas of inefficiency and work to streamline the layout process. The Production Manager must be available Tuesday and Wednesday evenings.

Approximate time commitment: 7 hours per week, primarily on Tuesday and Wednesday nights. Also, Sundays 4-5pm.

Please submit the answers to these questions in addition to sample design work to wire@whitman.edu by midnight on Friday, January 10th.

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Name:

Graduating Year:

Email address:

1. Please describe any relevant layout or graphic design experience you have. Please describe your proficiency with Adobe InDesign. Have you worked on a publication similar to *The Wire*?
2. What experience do you have in a leadership position?
3. What changes would you make to improve the overall layout and design of *The Wire*? If you have previously held an editorial or management position on *The Wire*, what would you do differently this semester?
4. Do you have any experience with magazine-style design? Explain how you would manage layout for *The Wire’*s magazine, *The Circuit.*
5. Please describe your ability to meet deadlines and work under pressure.
6. What other activities are you involved in for the fall ‘12 semester, and how much of a weekly time commitment are these activities? Will these activities interfere with your commitment to *The Wire*?

Please attach sample design work to this application or submit a portfolio link.