**PRODUCTION MANAGER**

**Fall 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, 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 once per year.

The Production Manager is responsible for hiring and training a team of Production Associates at the beginning of each semester. He/she should assign pages amongst this team for weekly layout, as well as personally taking on the layout of at least 2 pages.

The ideal Production Manager will be extremely organized, a decisive and strong leader, and will work effectively and efficiently. This person must be able to identify areas of inefficiency and work to streamline the layout process.

Approximate time commitment: *11 hours per week.*

Minimum fixed time the Production Manager should be present in the newsroom:

* Tuesdays 4-6pm for draft night, and Wednesdays 4-10:30pm (or however early/late each issue is completed and exported) for production nights.
* Sundays 4-5pm for the weekly editorial board meeting.

The PM must also be flexible and willing to stay late / arrive early if the production cycle gets shifted (delays access to articles, graphics, etc. can slightly impact the schedule).

Please submit the answers to these questions in addition to sample design work to wire@whitman.edu by midnight on Sunday, June 28th.

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Name:

Graduating Year:

Email address:

Phone number:

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 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.