

“NEWS & VIEWS” POSTINGS

The Baie-D'Urfé Citizens' Association is seeking a voluntary editorial committee to produce the “News and Views” community magazine beginning with the February 2022 issue.

Managing Editor

Reporting to the executive committee of the Baie-D'Urfé Citizens' Association, this is a unique opportunity to manage publishing of the “News & Views” magazine. We are looking for a mature resource that will ensure the creation and distribution of 10 monthly issues of “News & Views” and maintain the sentiment and long-standing tradition of this monthly magazine.

- *Set annual production schedule and oversee distribution and delivery of magazine*
- *Determine advertising rates with advertising manager*
- *Manage contracts with printer.*
- *Determine theme for each issue, proof read and supervise product sign-off.*
- *Maintain close relationship with printer and all stakeholders.*
- *Troubleshoot issues and address them as they arise.*
- *Submit approved product in specified electronic format to printer.*
- *Ensure production of magazine meets quality assurance and deadline requirements.*

Content Writer

- *Solicit article submissions from authors according to editorial standard guidelines and production schedule requirements.*
- *Source and manage translations for articles, Interface editorial column, Town Council minutes and letters to the editor.*
- *Edit content for clarity and write articles and features as required.*
(current features produced in-house are: “The Night Sky”, “Café by the Lake” and Marketplace classifieds, “Eldercare Journal”, “People in our Neighbourhood” interviews and “Places in Our Neighbourhood”, “Looking Back”, and the “Family Forum”)
- *Good writing ability and facility in English and French.*

Graphic Designer

The resource should be familiar with QuarkXPress or Adobe Creative Suite In Design desktop publishing software, possess a high level of design ability, and have several years of experience with magazine layout and working with large scale printings.

- *Source and select cover artwork and feature photos for each issue and according to issue theme.*
- *Design layout and page presentations for all magazine features.*
- *Work with content writer to illustrate articles and features.*

Advertising Manager, “News & Views”

This position requires experience in managing the “News & Views” advertising and accounts, including invoicing, collection and identifying new prospects. Experience with MSWord, MSExcel and bookkeeping is an asset.

- *Ensure advertising copy meets deadlines and advertising policy to fulfill production schedule and formats.*
- *Solicit new advertising as required, meeting editorial content guidelines.*
- *Submit advertising copy to printer according to production schedule requirements.*
- *Work with design resource to achieve optimal layout of all advertising*
- *Keep in communication with distribution team*
- *Determine advertising rates with Managing editor*

If you are interested in any of these volunteer opportunities to support our community, please forward your curriculum vitae and a covering letter describing your experience and vision for the magazine by the following date: August 31st, 2021.

Mr. Jack Toyota
Chairman
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