

Job Description/Specification

Identification:	J0272	TFEU/BCTF Joint Salary Committee Decisions
JOB/POSITION TITLE:	Assistant Editor/Designer	FORMER: Editorial Assistant Graphics Supervisor
DIVISION/DEPARTMENT:	CCD	PAY GRADE: 6
SUPERVISOR'S TITLE:	CCD Director	DATE APPROVED: Mar 29, 2019

Function and purpose

To act as assistant editor/designer of the *Teacher* magazine, the Federation's official publication.

To participate in the work of the Graphics Department of the Federation.

Principal duties and responsibilities

1. Assists the editor to plan, research, prepare, and edit the content of the Federation's magazine according to established BCTF policy. Copy edits stories, features and letters to the editor. Checks the accuracy of editorial copy with relevant staff, executive officers, authors, and other sources. Ensures editorial copy and letters conform to BCTF policies and procedures. In conjunction with the Magazine Editor reviews articles and letters for publication. Designs, considers spreads, creates graphics as required, edits photographs, and lays out magazine. Creates pdfs specific for press, and online. Creates assisting graphics to link to online versions through social media.
2. Manages the operations of the magazine.
3. In collaboration with the Magazine Editor and CCD Supervisor plans the publishing schedule of the magazine. Manages the publishing schedule ensuring deadlines are met with printers, designers, and advertisers/agencies. Liaises with representatives in the printer's sales and accounting divisions.
4. Manages the production process for each issue of the magazine from conception to press ready. Liaises with printer production and prepress managers, uploads files to the printer's FTP site, runs and approves prepress, and signs off on final colour proofs.
5. Prepares the PDF versions of the magazine in three formats.
6. Works with CCD staff in the processing of classified and display ads for *Teacher*.

7. Participates in Magazine Advisory Board meetings; takes minutes.
8. Assists the Magazine Editor in the preparation of the annual program budget.
9. Answers by telephone, letter, or e-mail queries and concerns from staff, members, Executive Committee members, local presidents, and non-members regarding magazine editorial policy, schedule, and/or decisions.
10. Collaborates with the Graphics supervisor and participates in the work of BCTF graphics department.
11. In collaboration with the Graphics Supervisor participates in the creation and development of original illustrations, logos, letterheads, certificates, posters, banners, ads, cartoons, graphics-intensive digital multi-media presentations for a variety of events. Communicates with users in determining needs.
12. Advises commercial printers and outside service providers of job specifications. Signs off on final proofs.
13. Responsible for preparing and printing newsletters created in the Graphics department for digital output.
14. Maintains familiarity and current level of knowledge of a wide variety of technologies, graphic design tools, printing technology, web authoring tools, and trends in hardware. Reads trade literature, take courses and goes to seminars to stay current.
15. As part of a team meets to assess BCTF needs and goals for new web page designs.

JOB REQUIREMENTS

This section sets out the minimum requirements in the areas of EXPERIENCE, EDUCATION, TRAINING, CERTIFICATES AND PHYSICAL DEMANDS necessary to perform the job.

Experience (b)

Five years accumulated experience in the production of regularly scheduled publications, familiarity with all aspects of the editing/printing/production process, graphic design, layout and illustration including experience in preparing HTML and PDF documents. Demonstrated copy-editing skills; ability to manage the print production process to ensure deadlines are met.

A sound knowledge of Federation policies and processes is preferred,

Strong organizational, estimating and planning capabilities as well as excellent written and oral communication skills.

Education and training (c)

Completion of secondary school (Grade 12) plus a degree/diploma in Graphic Arts from a recognized university, college or institute of technology. Other related training including but not limited to: HTML and PDF web publishing, editing, proofreading.

Licences and certificates (c)

Graphic Design degree/diploma from a recognized university, college or institute of technology.

Environment (g)

Physical/emotional environment limited to conditions normally associated with office clerical work such as communication skills, equipment operating dexterity, and scheduling pressures.

JOB CHARACTERISTICS

This section is a key component of the Salary Determination process. This section also forms part of the job description and describes some of the conditions under which the work is performed.

Contacts and relationships (d)

Contacts and relationships with all levels of Federation staff are required to transmit, exchange, explain or clarify information, or to advise on artistic and technical issues.

Contacts and relationships with persons external to the Federation office involve BCTF members, authors, members of the Magazine Advisory Board, education organizations, universities, design and printing companies, editorial staff of other teacher organizations, local presidents, and BCTF committee members.

Contacts can require a high degree of tact and diplomacy and are a major consideration of the job. Poor handling could have a marked effect on good relations, good will, and BCTF prestige.

Machines, equipment and work aids used

Macintosh computer and related software including: InDesign, Illustrator, Photoshop, Acrobat Pro, Word, PowerPoint and Excel.

Positions supervised (e)

None.

Physical and/or mental effort (f)

Flexibility in schedule and overtime required at times. The work often involves some mental and/or physical fatigue due to pressures from critical deadlines.

Working conditions (g)

Physical/emotional environment associated with office work inclusive of exposure to extensive periods of computer screen time. Overtime may be required to handle heavy workloads with critical deadlines several times during the year.