

HIGH COUNTRY NEWS – ASSOCIATE DESIGNER

General Statement of Duties Works with art director, editors and writers to plan and obtain art for magazine. Works with art director to design pages and data visualizations for magazine and website. Processes editorial copy. Performs post-production duties, including converting and posting issue to website. Works with art director and other departments to produce ads and promotional materials.

Supervision Exercised None.

Supervision Received Under the general supervision of the art director.

Example of Duties The following duties are illustrative only and are not intended to be all-inclusive.

Works with art director and editors to determine how best to present each story. Conducts art research and produces data visualizations. Designs pages within general template of HCN. Makes adjustments needed for editorial clarity and design appropriateness and cohesiveness. Works within established deadlines, producing work within established deadlines and standards for quality.

Conducts photo and cartoon research: Uses the Web email and phone to contact photographers, artists, stock agencies, publishers and cartoonists to obtain good copies of their work and permission to use it; negotiates payment within HCN guidelines. Pursues leads on diverse photographers and artists.

Receives editorial copy in Word; converts to InDesign galleys for final proofing; adds changes, as needed, quickly and with high degree of accuracy.

Outputs each magazine issue into ascii in preparation for placement on Web; converts images and magazine for Web. Uploads issue and weekly Writers on the Range columns to Web quickly and accurately.

Designs and produces ads and promotional materials for all HCN departments, working directly with other departments and with general oversight of art director. Bids, manages, and produces all design and print jobs within established deadlines and standards for quality.

Calculates payment for freelance articles/art and produces pay sheet. Mails checks, magazines and original art to freelancers.

Cleans up after each issue by filing art, archiving original materials, cleaning out computer files.

Enters new sources, photographers, and cartoonists in company's database; reviews periodically and purges as appropriate.

Responsible for production and management of the printing of magazine in absence of art director.

Becomes familiar with and actively contribute to the implementation of HCN's Diversity Plan as it pertains to this job.

And other duties as assigned.

MINIMUM REQUIREMENTS:

Special Skills. Knowledge and Abilities

Knowledge of fundamentals of journalism and principles and practices of effective editorial design and storytelling, data visualization for print and web, as well as advertising and promotional design.

Proficiency in use of desktop publishing, graphics and web production and content-management software, and ability to learn and effectively use other software.

Ability to enter data accurately and efficiently and produce work that is well-done, complete and error-free, while managing the many responsibilities of the job and while meeting established deadlines.

Ability to create pages/materials within the design guidelines established by art director.

Ability to quickly and accurately convert and upload HCN content to website, including ability to effectively translate magazine graphics for web.

Ability to communicate clearly and in a timely manner, both orally and in writing.

Ability to maintain effective working relationships with supervisor, staff, the executive director, contractors, freelance writers, photographers, cartoonists and the general public.

Education Advanced training in desktop publishing, graphics and web software programs as well as the fundamentals of journalism.

Experience Two years' experience in desktop publishing, including design and graphics. Or any other combination of education and experience. Newsroom experience a big plus.

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