**Job Description Form**

**Employer Information:**

**Name:** Lakeland College **Address:** W3718 South Drive Plymouth, WI 53073

**Position**: Production Manager for the Mirror

**Supervisor**: Director of Student Publications or Mirror Adviser

**Reports to**: Vice President - Academic Affairs & Dean of the College

**Job Purpose**: Manage the Mirror’s InDesign pre-press documents for each issue

**Duties and Responsibilities**:

* Responsible for managing text, graphics, images, etc. in InDesign documents
* Works with Editorial staff in mapping out all content layout.
* Edits obvious errors prior to publishing, consulting with copy editor as needed.
* Works with Staff Photographer to manage and edit photographs.
* Works with Ad Manager on all advertising for the issue:
	+ Responsible for placing all scheduled ads
	+ May be asked to design an ad for an advertiser (additional pay)
* Responsible for final design quality of each issue prior to publication.
* Works with Editor-in-Chief to decide copy and paragraph styles and other design features

**Job Qualifications**: Skilled knowledge of InDesign and Photoshop is required for this position. A background in graphic arts is preferable. We are looking for someone with a good eye for design and a creative and artistic imagination. General writing and editing skills are also required.

**Length of Employment**: This varies, but generally one academic year.