

ASSISTANT PRODUCTION MANAGER

Spring Semester 2010

Please return completed applications to LeeAnn Elias in 371 McReynolds Hall, or by e-mail at lcebqb@mail.missouri.edu, *before* the start of Thanksgiving Break (November 20th).

JOB DESCRIPTION

The assistant production manager is something of an apprentice to the production manager. He/she is responsible for doing corrections on pages and also assisting new designers and other miscellaneous tasks. The assistant production manager must work with the production manager, other editors, the production assistant in charge of graphics and the advertising staff. Helping to train a design staff and knowing the features of InDesign and Illustrator are requirements.

TIME REQUIREMENT

Flexible! An assistant production manager must be in the office on either Mondays or Thursdays from 8 p.m. and stay until all of the two-proof corrections are made (which can be anywhere between 1 and 4 a.m.). Other time commitments include designing special issues, house ads and graphics as needed.

QUESTIONS

1. What's so special about design? Why aren't you writing or applying to be a section editor?
2. What do you like and dislike about the current design of The Maneater?
3. What do you hope to learn from the position? Assuming your term goes well, do you intend to apply for PM at the end of the semester?
4. At the end of a hypothetical term as assistant production manager, what would you hope to have gained from the experience, and how would you hope to have changed The Maneater's design?
5. What personal characteristics of yours could make this job difficult? How would you overcome those?
6. What would be your limits in this position? When would the work be too difficult or too much?

HYPOTHETICAL SITUATION

1. It's 3 a.m. on a production night and you're waiting for one designer to get done with one page. You notice a ton of problems with his/her page, but you can tell that he/she really is trying. What do you do?

ATTACHMENTS

Please attach:

1. Your name, e-mail address and telephone number
2. A couple of design clips
3. Your tentative schedule for Fall Semester 2009 (all time commitments)
4. Five possible changes to the design of the paper or production process

The Maneater does not discriminate in its hiring process on the basis of age, sex, race, color, religion, mental or physical disability, national origin, veteran status or sexual orientation.