

PUBLICATIONS MANAGER

Job Description

BASIC FUNCTION

The Publications Manager is responsible for the overall production of the Festival Catalogue, Free Guide, and Festival flyers.

REPORTING RELATIONSHIP

- Director of Marketing and Communications

PRIMARY SUPERVISORY RESPONSIBILITIES

- Editorial Staff
- Graphic Designer
- Intern Staff

PRIMARY DUTIES & RESPONSIBILITIES

The successful applicant will have proven Project Management experience, a bachelor's degree in journalism or communications (or relevant/related degree or work experience). Professional experience in copywriting, editing, or other communications work is a plus. Must be available to work some evenings and weekends as needed. Candidates must demonstrate the ability to take initiative, show good judgment, and manage projects from beginning to end. They must be able to demonstrate (a) excellent project management skills (b) strong writing, editing, and proofreading skills; (c) exceptional ability to manage details, multitask in a fast-paced environment, and meet deadlines; and (d) work effectively both independently and as part of a team.

- Oversee and manage all aspects of producing the Festival Catalogue, Free Guide, Festival flyers, and website.
- Manage timelines and workloads of Publications Editors, freelance writers, and interns to ensure deadlines are met.
- Coordinate with other departments to gather information and issue writing assignments.
- Manage the process and communication with outside vendors in relation to the production of publications.
- Write, edit, and proofread content for all publications (print/digital).
- Select, train, and manage interns and freelance writers, staying within the designated budget for all hired freelancers.
- Create and implement a production schedule and paginations in coordination with the Graphic Designer.
- Organize proofing process, ensuring all protocols and approvals are met.
- Input and change content in database throughout the production process.
- Generate film webpages by entering content into CMS (content management software) templates.
- Assist with additional website copywriting, proofing, and updating as needed

EMPLOYMENT DATES

- March 3 - May 16, 2014