

***POSITION TITLE:*** Production Editor

***PRIMARY PURPOSE:*** To construct and design the final *Santa Clara Review* literary magazine using Adobe InDesign once all submissions are selected and edited

***REPORTS TO:*** Editor-in-Chief

***ESSENTIAL DUTIES:*** Assemble and design the magazine through laying out text, art, and advertising in accordance with the printer's guidelines

***PRINCIPLE DUTIES AND RESPONSIBILITIES***

- Attend weekly staff meetings
- Lay out templates for submissions in Adobe InDesign
- Place submissions into created templates and correct errors
- Design and place advertisement pages
- Assist Editor and Associate Editor in communication with the printing company
- Make revisions to the final template after receiving the proof from the printing company
- Assist Webmaster in production/publication of all digital issues
- Assist Art Editor in choosing the cover art for each issue
- Design cover, back page, and interior layout in conjunction with Editor and staff
- Assist Marketing Director in creating advertising materials
- Assist in final reading/selection/editing of submissions
- Communicate with all editors to ensure that all final submissions and contributors' notes are submitted and work with Faculty Advisor to ensure names of all editorial board members from Practicum class are submitted
- Attend school events and contribute to the *Review* social media presence, considering current events and campus news for op-ed pieces
- Hire an Assistant Production Editor
- Hold regularly scheduled office hours one hour per week

***QUALIFICATIONS:***

- Current enrollment as an undergraduate at SCU
- Good academic and behavioral standing with the University
- Minimum GPA 2.0
- Extensive knowledge of Adobe InDesign
- Previous experience with the *Review* preferred
- Self-motivation, enthusiasm, and respect for various working styles and personalities
- Ability to thrive in a collaborative setting
- Ability to meet deadlines