



## LAYOUT EDITOR

### POSITION SUMMARY

Reporting to the Publications Coordinator, and the Editor-in-chief, the Layout Editor is primarily responsible for editorial design and layout of the Weal, SAIT's monthly student magazine, and for designing and overseeing design of graphics and illustrations for the Weal's content.

### RESPONSIBILITIES

1. Providing the Weal with the layout and graphic design support required to publish a high-quality, reader-friendly magazine.
2. Meeting all deadlines as determined by the Publications Coordinator and Chief Editor.
3. Contributing to the execution of duties on a weekly part-time basis.
4. Delegating tasks and providing feedback to staff graphic designers, and to design volunteers.
5. Ensuring the design of the Weal has synergy with its editorial mandate of being a college campus publication.
6. Responding to graphic and layout requests.

### DUTIES

The Layout Editor shall:

1. Complete pagination and layout for each issue of The Weal.
2. Prepare photos and other graphic elements for print.
3. Coordinate graphic elements with section editors as stories are developed.
4. Collaborate on cover and page design and execute layout of pages with the Publications Coordinator, Chief Editor, and Photo Editor.
5. Available Mondays to Thursdays for design and layout.
6. Ensure design elements of each issue are thought out, and elements are obtained in conjunction with Photo Editor
7. Recruit, coach, and mentor volunteer designers.

### REPORTING RELATIONSHIPS

Reports to: Publications Coordinator, Editor-in-Chief

Supervises: Volunteer Designers

### QUALIFICATIONS

- Currently enrolled in a SAIT program.
- Responsible, mature and dependable.
- Enthusiastic about the way words and images work together.
- Comfortable with Indesign and the Adobe suite.
- A visual thinker who can communicate ideas supporting written content.
- Ability to accept and offer feedback.
- Interested in designing interesting pages, and graphics every week.
- Keen attention to detail.
- Familiar with magazine layout.
- Excellent problem-solving skills.

### APPLICATION

Applicants are to email their resume, cover letter, and portfolio to [theweal@gmail.com](mailto:theweal@gmail.com) with the subject-line "Weal Layout Editor 2019- 2020" by Feb. 15, 2019.

