

Town of Sprague
Editor – Production Designer/Typist

The Town of Sprague is accepting applications for a part-time position of Editor – Production Designer/Typist for the Our Town Newsletter.
Applications and job description available at Selectman’s Office 1 Main Street Baltic, CT 06330 (822-3000 x 201) and available on the Town’s website at www.ctsprague.org.
Closing date: **November 15, 2011 EOE**

Town of Sprague

NEWSLETTER JOB DESCRIPTION

JOB TITLE: Editor - Production Designer/Typist

NATURE OF WORK: Field phone calls weekly regarding the newsletter i.e. ads, changes in ads, re: information for the newsletter etc. Set-up, printing, collating and mailing. Receives and acknowledges e-mails regarding information for publication.

Four to five hours over two days are spent typing, setting up ads, editing (correcting spelling and word usage) in articles that have been sent in. More hours spent if Newsletter is particularly large or if new ads are to be set up.

Once Newsletter is printed, calls are made out to volunteers to collate/mail. After collation is done, Newsletter is packed up and delivered to the Post Office. Approximately three hours collating/mailing. Billing notices sent out.

SUPERVISION RECEIVED: Receives general supervision from the First Selectman.

EXAMPLES OF ESSENTIAL FUNCTIONS:

Set deadlines for newsletter article submission

Plans, organizes, edits, types ads/letters and prints according to information submitted.

Compiles all information received for submission

Edit and produce a monthly newsletter

Produces copy for the Newsletter ready for printing as required twelve times a year.

Works with volunteers to coordinate collation of newsletter

Attention to detail, strong writing skills, Reviews all submissions for content and correct spelling, punctuation and glaring grammatical errors.

Dependability and consistency

Billing for ads, receives fees for advertising – verifies payment of accounts – deposits to Treasurer.

Qualifications:

Good writing skills, good proofreading skills, good communication skills

Public information dispensing and legal notices

The Town of Sprague uses the Newsletter to dispense information: Departments and Agencies, Boards and Commission, Transfer Station, Legal Notices, Tax Office, Town Meetings, Bus Schedules, School Schedules, Recreation Activities, Visiting Nurses Schedule, Water & Sewer Notices, and public opinions.

Articles submitted from the above list should reflect the Committee or Commissions business only. Editor's responsibility to separate opinions.