

**Job Description and Standards of Performance**

<u>Position Title:</u> Make-Up Person	<u>Affiliation:</u> PNG
<i>Specialization:</i>	
<u>Department:</u> Prepress	<u>Department #:</u>
<u>Date Updated:</u> 6/27/07	<u>Updated by:</u> Bailey
	<u>Job Code #:</u>

Position Purpose/Objective:

This position has the primary paper make-up duties for the department. Works with various departments to attempt to meet the requests of our Advertisers and of others involved in layout of our newspapers.

*All core duties are listed before supporting duties. The relative importance of duties relates to the anticipated impact of that duty to the business, department, customer, and/or product.*

Position Duties	Meets Expectations When:
Makes up/paginates various products as assigned.  CORE	Page layouts are created in a timely and accurate manner, following internal guidelines and reasonably accommodating internal and external customers' placement requests. Products are paginated according to established guidelines. Proofs are checked and sent to appropriate parties in a timely manner. Configuration information is sent to pressroom on or before deadline.
Re-makes pages. CORE	Re-make of pages due to Advertising or Editorial changes is completed within established guidelines.
Creates section and location codes in various advertising systems/databases. CORE	Section and location codes have been tested for functionality and reports are accurate.
Distributes dummies and revised page dummies. CORE	Distribution of original and remade pages to Editorial and Prepress is accomplished within established deadlines.
Communicates with Advertising, Editorial and Pressroom on daily layout of the newspaper. CORE	Excellent communications between departments is effective and professional.
Prepares various reports. SUPPORTING	Newshole information and end of month news/advertising percentages are

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	recorded and reported in a timely and accurate manner.
Uses available technology to support efforts as needed. SUPPORTING	Possesses adequate knowledge of all pertinent software/systems necessary to perform duties efficiently.
Documents job policies and procedures. SUPPORTING	Job policies and procedures are documented and kept current.
Performs related duties as assigned. SUPPORTING	Additional duties are performed in a timely and accurate manner.

Required Education and/or Experience/Knowledge:

Minimum High school diploma or equivalent required. Newspaper layout experience with computer software is very helpful. Ability to take initiative is critical.

Required Skills:

Computer skills with spreadsheet experience helpful.  
 Strong problem solving skills also helpful.  
 Excellent communication skills and ability to work with others is essential.  
 Must be detail-oriented.

This position reports to:

Pre-press Manager