

Job Description and Standards of Performance

<u>Position Title:</u> SPECIAL PAGES AND EDITIONS EDITOR	<u>Affiliation:</u> PNG
<i>Specialization:</i>	
<u>Department:</u> Advertising	<u>Department #:</u>
<u>Date Updated:</u> 4/17/07	<u>Updated by:</u> Cameron
	<u>Job Code #:</u> 42V059

Released 8/28/00

Position Purpose/Objective:

Plan, write, and edit content for Advertising and Marketing department efforts.

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:
Plans, writes and edits content for Advertising and Marketing projects. CORE	When deadlines are met and content is produced per agreed upon expectations
Works with artists/designers in conceiving and producing layout and design for Advertising and Marketing projects. CORE	When collaboration with artist results in attractive, appropriate layouts and designs created on schedule.
Coordinates content with other writers, photographers and outside vendors. SUPPORTING	When all deadlines are met and supplementary resources understand their assigned roles.
Provides input to the production scheduling process. Informs internal customers of schedule. SUPPORTING	Schedules accurately reflect necessary production time and are communicated to internal customers in a timely manner.
Uses available technology to support efforts as needed. SUPPORTING	Possesses adequate knowledge of all pertinent software/systems necessary to perform duties efficiently.
Other related duties as assigned. SUPPORTING	Additional duties are performed in a timely and accurate manner.

Required Education and/or Experience/Knowledge:

Bachelor's Degree in English, Journalism or other relevant discipline.

Minimum of five years writing and/or editing experience.

Demonstrated customer service skills as position requires interaction with customers.

General understanding of copyrights.

Familiarity with AP style.

Required Skills:

Well developed writing and editing skills.

Demonstrated ability to work well under pressure, meet tight deadlines and establish and maintain positive work relationships with co-workers, internal and external customers.

Ability to use required software.

Ability to plan and coordinate projects with other departments.

Experience with layout.

This position reports to:

Advertising Marketing Manager