

## Job Description

### **Layout Staff**

#### **Primary Function**

The layout staff helps the layout editor with page layout of all editorial sections of the newspaper, including custom-design of the Features and Entertainment section covers. This position is progressive in skill level with ongoing training to improve their layout and graphic skills. The layout staff helps the layout editor in ensuring that all layouts and section covers are of high quality and interest to the readers of the University of California, Irvine community. Must be willing to commit to every Friday and Sunday to be considered for this position.

#### **Major Responsibilities**

1. Help the layout editor in putting the paper together on Fridays and Sundays and transmitting it to our printers every Sunday
2. Emergency on-call person on Sunday evenings by Freedom Press
3. Perform preliminary layout according to run sheets
4. Develop covers for sections
5. Work with section editors to discuss new layout ideas for that week
6. Create charts, info graphics, and/or diagrams when necessary
7. Consult with photo editor and make suggestions when needed
8. Assist layout editor in training of interns
9. Strictly enforces all deadlines with very few exceptions

#### **Organizational Relationships**

Supervised by editor-in-chief, managing and layout editors

#### **Required Meetings and Hours**

- Start layout design on Fridays, 3 p.m. until completion of assignment
- Production on every Sunday
- Attends layout section meetings and training