

## **Layout Manager**

### **a. Layout and Design**

#### **Responsibilities:**

- coordinating and supervising the layout and design of the newspaper to ensure maximum aesthetic and readability
- ensuring in conjunction with the Photo and Graphics Editors that photos and graphics are properly half-timed for publication
- Staying up to date and trained in the latest production and layout technologies (new editions of InDesign, etc.)
- Suggesting new design ideas to keep the publication interesting and to visually entice readers to the text

### **b. General**

#### **Responsibilities:**

- presenting proposals to the Editor-in-Chief for the purchase of equipment and supplies required for the production of the newspaper
- advising the Editor-in-Chief, Business Manager, and Advertising Manager of printing problems
- participating in weekly Editorial Staff meetings
- maintaining an office presence
- recruiting voluntary personnel to assist with the publication of the newspaper
- continually training by reading newspapers, magazines and online publications and attending workshops and conferences
- training the following year's Layout Manager in April
- assisting Editor-in-Chief, with fundraising, event planning and other events for the promotion of the Sheaf, in co-operation with the Outreach Director.
- upholding the reputation of the Sheaf while carrying out all

activities