

Chinese Layout Staff Urgently Required by a weekly Chinese Community Newspaper

Position Type: Part-time leading to a possibility of Full Time

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.

Major Responsibilities

1. Help the editor in putting the paper together
2. Perform preliminary layout according to run sheets
3. Develop covers for sections
4. Work with editors to discuss new layout ideas for that week
5. Create charts, info graphics, and/or diagrams when necessary
6. Edit photos and make improvements if needed
7. Assist editor in training of interns
8. Strictly enforces all deadlines with very few exceptions

This Individual must be proficient in both Chinese and English and are reliable and respect deadlines. Please submit a cover letter, CV, 2 references, and salary expectations to tbnmanager@gmail.com.

We thank all applicants for their interest. However, only those candidates short-listed for an interview will be contacted. No phone calls please.