



## American Recorder Society CONTRACTOR POSITION DESCRIPTION

<b>TITLE</b>	Print Publications Layout Specialist
<b>REPORTS TO</b>	<i>American Recorder</i> magazine Managing Editor
<b>TERM</b>	Two-year contract
<b>COMPENSATION</b>	\$1,500 to \$2,500 per issue, depending on experience and qualifications

### ABOUT THE AMERICAN RECORDER SOCIETY

The American Recorder Society was founded in 1939 to serve amateur and professional recorder players. *American Recorder* is its official publication, with circulation of approximately 2,500. Content includes academic and historical articles, musician/composer profiles, and reviews of publication and recordings.

### QUALIFICATIONS

- Secure knowledge of the principles of graphic design and the ability to apply them in the layout and publication of a high-quality print magazine
- Previous experience in layout and production of a high-quality print magazine
- Mastery of computer applications relevant to graphic design and layout (e.g. Adobe Creative Suite, QuarkXpress)
- Knowledge of printing specifications and standards including typography and color
- Ability to communicate effectively with printing contractors
- Ability to work cooperatively with the Managing Editor of AR Magazine via phone, Zoom, and email
- Ability to consistently meet deadlines

Preference will be given to applicants with skills in music reading, rudimentary recorder playing, and familiarity with the history of Renaissance and Baroque music.

### SPECIFIC DUTIES AND RESPONSIBILITIES

- Perform all layout and graphic design functions to produce four issues of *American Recorder* magazine per year, adhering to design guidelines and styles currently in place
- In consultation with the Managing Editor, select and produce AR magazine covers that are photographic or fine art representations in which recorders are depicted or that otherwise are in accordance with guidelines set by the ARS Board of Directors or as directed by the Executive Committee

Deadline for submissions is March 30, 2024. Submit the required application online at [www.americanrecorder.org/jobs](http://www.americanrecorder.org/jobs). Start date is June/July 2024 with the Managing Editor and the retiring Editor participating in the selection of the layout specialist.