



## Associate Publisher

Geez Job Description

TERM	HOURS	INITIAL REVIEW
1 year contract position	12.5 hours / week	After first three months

START DATE: July 4, 2011 (negotiable)

DEADLINE FOR APPLICATIONS: June 13, 2011 (or until successful candidate is found)

### JOB SUMMARY AND REPORTING

Reporting to the Board of Geez Press Inc., working in consultation with and under the supervision of the Editor, the Associate Publisher is responsible for obtaining and managing revenue for a small magazine with an operating budget of approximately \$130,000. Unless otherwise negotiated, the Associate Publisher is expected to report in person at board meetings. The Associate Publisher is a member of the Geez team which seeks a work environment that honours each worker's gifts and autonomy yet allows for feedback and accountability.

### PAY

\$625 per month (12.5 hrs/week, .3125 equivalent). This includes three weeks holidays, including one week off between Christmas and New Years. As a contract term position, there will be no deductions taken from this rate, and no benefits paid. Workers should anticipate recording this income as self-employed income on their tax returns (advice with this is available).

### HOURS

12.5 hours per week. Most of the work takes place in the Geez Winnipeg office.

### DETAILS OF RESPONSIBILITIES

In order of priority

#### 1. Circulation development

This includes planning and executing promotional efforts in consultation with the Editor under the direction of the Board, writing marketing copy, designing promo pieces (insert cards, etc.), seeking out new sources of subscribers. Other efforts include campus promotion, gift subscription campaigns, select mailings to prospective subscribers, special events and campaigns. To be done in consultation with the Editor and Circulation Manager.

#### 2. Financial management

Assist the Treasurer of the Board with the following (in negotiation with other staff who currently perform some of these duties): annual budgets, monthly accounting (track receipts and disbursements, including PST, GST, HST), deposits, bank reconciliation, managing and projecting cash flow, audit preparation and payment of contract staff.

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### **3. Fundraising**

This includes organizing one or more annual donor mailings, donor cultivation, grant writing, grant research, analyzing results of fundraising campaigns, sending out receipts and donor gifts, foundation solicitation, major gift solicitation. To be done in consultation with the Editor under the direction of the Board.

### **4. Promotion**

This includes developing (with other staff) events to raise the profile of the magazine, writing and sending press releases, serving as an advocate for small, independent press, and, along with the Editor, serving as a public face for the magazine.

### **5. Grant writing**

Oversee all aspects of grant procurement, including research and writing, reporting, priority setting, delegation of writing tasks (such as editorial report for Canada Council).

### **6. Administration**

Ensure the magazine meets legal financial and other reporting requirements; computer equipment and network maintenance, office management (stocking supplies, keeping the place tidy with help from other staff).

### **7. Production**

This includes, as time allows, assisting with the production schedule for four issues per year, giving the issue a final read, co-ordinating contracts and schedules.

### **8. Editorial duties**

Brainstorm for ideas with the Editor and Board. As time and interest allow: assist the Editor with display copy, work with Designer and Editor on cover concept and coverlines, read drafts and give comments, do a final read.

Apply in writing with a resume, cover letter and references to:

Aiden Enns  
Editor, Geez magazine  
[jobs@geezmagazine.org](mailto:jobs@geezmagazine.org)

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