

## PUBLICATION DIVISION MANAGER

BluePrint Media ([www.blueprintma.com](http://www.blueprintma.com)) is searching for a unique individual with a strong skill set to serve as our publication division manager. This is a virtual, independent contractor, part-time (15-20 hrs/month) arrangement and is ready to be filled immediately.

### ***Duties and Responsibilities:***

- Create and maintain annual production calendar for all publications, which includes scheduling sales deadlines, materials deadlines, design and layout, proofing and print schedules.
- Create and maintain publication issue pricing spreadsheets throughout each publication's lifecycle.
- Review and approve publication schedules created by production team throughout each publication's lifecycle.
- Secure advance issue pricing estimates, including print estimates from printer and estimation of postage, production hours and profitability of each issue.
- Communicate issue pricing considerations to publication owner, if applicable.
- Determine page count, forms and color pages, and communicate these metrics to production team.
- Determine print quantity via communication with data manager.
- Coordinate list delivery from client to printer.
- Maintain subscription and comp lists for each publication. Grow lists as needed.
- Monitor, update, complete and approve publication print orders, including communication with printer, communication with publication owner regarding distribution list, and coordination with production on any special inserts, overs, stitching, poly bagging, etc.
- Communicate with printer on any issues that arise regarding printer proofs, printing, distribution, mailing, problems and schedules. Monitor and resolve all as needed.
- Develop new innovations, ideas and concepts for publication improvement.
- Communicate with managing editor regarding editorial, schedules and page count adjustments.
- Proof each publication during proofing process and at printer proofs.
- Manage updates to or create annual rate cards/media guides for each publication.
- Evaluate and develop advertising rates for each publication.
- Evaluate profitability of each publication and issue to determine areas of potential improvement.
- Communicate with flipbook creator to ensure digital distribution is complete and effective.
- Assist editor/managing editor of each publication as needed in editorial development and management.
- Assist designer of each publication as needed in design standards and development and management.
- Work with Administrative Principal to keep Ad Systems updated and useful for all publications.
- Monitor, update, complete and present annual publication report for owner at annual meeting.
- Attend publication annual meetings to present annual reports, take photos, cover the meetings and provide coverage editorial for the upcoming issue.

Duties may increase and expand as the publication division grows, allowing professional growth in scope, experience and responsibility. The person will be expected to execute their tasks within budget and under BluePrint's mission, vision and core values, to the satisfaction of BluePrint executive principal.

### ***Required Skills:***

- Exemplary written and verbal communication skills.
- Skilled in budgets, numbers, math and basic accounting.
- Experience in publication publishing and management.
- Able to work under pressure, multi-task and with a great attention to detail.
- Team player, self-starter, self-motivated, ethical, accountable, can-do attitude are all required.
- Agriculture industry knowledge and appreciation is required.
- Proficient in Microsoft 365, including Microsoft Word, Excel, PowerPoint, Access, Outlook.
- Quickly learn and adopt new technologies/applications.

Person will be paid on an hourly basis. Hourly wage will be commensurate with experience and skills.

Training for BluePrint procedures and best practices will be provided. Person is expected to be proficient in the skills needed to complete the duties, will work from their own office and is expected to have their own equipment, software, supplies and infrastructure to complete the duties. BluePrint will provide subscriptions to necessary support applications, including Time Tracker, Microsoft 365 Business Essentials and any others required by BluePrint.

To apply, please send resume and introductory email to [lbard@blueprintma.com](mailto:lbard@blueprintma.com).