Support Job Position Description

Section I: Position Information

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>2021-09-01</th>
<th>☐ Update Only</th>
<th>☒ Classification Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title</td>
<td>Designer and Digital Production Assistant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position Number</td>
<td>999586</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classification Level</td>
<td>Range 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position Affiliation</td>
<td>☒ AUPE ☐ Excluded</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td>AU Press</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reports To</td>
<td>Journals and Digital Coordinator</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Position Summary
Briefly describe the main purpose(s) of the position.

The Designer and Digital Production Assistant works as part of a team in the creation of both print and digital products and makes contributions to AU Press’s mission and mandate. This position provides graphic designs and digital format creation services that support the marketing, production, and digital publishing areas of the press.

The incumbent will typeset book manuscripts and journal articles for publication in print and digital formats. They will liaise with a variety of publishing service providers to ensure that AU Press’s journal and book publications and digital ebook formats meet industry and AU Press standards.

They will work with departmental staff to develop workflows that address emerging needs of the department and the publishing industry. They will also publish and update works on AU Press websites and publishing platforms that carry the AU Press imprint.

In addition, the Designer and Digital Production Assistant will work with marketing personnel to develop marketing and promotional materials for both print and digital environments.

Duties and Responsibilities
Organize by key responsibility area and include % of time spent where possible.

**Digital and Print Design (50%)**
- Assess and revise visual material submitted by authors.
- Produce jacket designs for book projects.
- Coordinates the work of freelancers or publishing service providers as needed.
- Ensures the consistent use of the AU Press logo and branding.
- Develops marketing and promotional materials for the Press in both digital and print formats.

**Digital Production (40%)**
- Coordinates the production and publication of digital formats of AU Press journals and books.
- In post-production, the incumbent will review work completed by publishing service providers and ensure compliance with AU Press standards. As required, the incumbent will edit HTML and CSS of post-production files to include new metadata or ensure compatibility with online publishing platforms and accessibility standards.
- Attends publishing conferences and events and makes recommendations regarding new workflows or products
- Assists with the development and maintenance of AU Press’s online reading platform.
- Uploading and publication of articles and books to websites that carry the AU Press imprint, troubleshooting and adjusting formats as required.

**Other Duties(10%)**
- Provides assistance with client requests for web maintenance and other digitization services.
- Other duties as assigned.

**Occupational Health and Safety**

Employees:
Responsible to participate in the AU OHS Program as required.

Supervisors:
Responsible for awareness of one’s OHS Responsibilities as an AU employee and supervisor, for participating in the AU OHS Program as required, and for ensuring the participation of employees in the AU OHS Program as required.

See: [https://ohs-pubstore.labour.alberta.ca/ll008](https://ohs-pubstore.labour.alberta.ca/ll008)

**Classification Factors**

**Context and Complexity**
The incumbent will assess and determine the suitability for publication of materials submitted by authors and will apply their knowledge of design principles and typography to the creation of custom designs for the interiors and covers of AU Press publications.

As AU Press websites and online projects have varying technical requirements, and as technology advances at a fast pace, the incumbent will apply their sound understanding of numerous web technologies and available web features necessary to plan for and meet project needs while also updating their skill set as technologies and requirements shift. The incumbent will apply their knowledge of the requirements for publishing for different devices, browsers, applications, etc. to their work.

Attention to detail is a critical component of this position as they work with materials submitted in a variety of formats that must be standardized and professionalized and must reflect AU Press’s reputation for high standards of production. Significant errors in production processes can result in additional project costs and delays.
The incumbent will work on multiple projects at one time in various stages of production and will be required to identify priority items and allocate time accordingly.

Nearly every aspect of the incumbent’s work represents a component part of a production process that includes steps done by colleagues before and after they participate in the work. Deadlines must be strictly followed and project planning is required. The incumbent will be responsible for ensuring that they understand the expectations and will be responsible for appropriately estimating the length of time it will take to complete their work on a project.

Work Problems

The incumbent will create custom interior designs and covers for books and journals from diverse disciplines. They will assess material in manuscripts to come up with attractive and appropriate designs that are also cost effective and will review drafts with AU Press team members and authors. As a part of this design work, the incumbent will be working with illustrational materials of varying quality and will need to assess the material’s appropriateness for reproduction. Working in a limited resource environment, the incumbent will determine what material requires retouching or redrawing given constraints and deadlines.

The incumbent will review digital format files for accuracy and compliance with AU Press standards. If problems are detected, they will be required to work with publishing service providers or file creators to address the issue. They will recommend ways to mitigate issues, which may include working with service providers to determine the costs of additional services.

The incumbent will enforce and advise on the proper use of AU Press’s logo and branding, and by request, may develop and recommend additional assets that enhance AU Press’s brand recognition and/or imprint carrying materials.

They will use their knowledge of graphic design to create advertisements from simple marketing copy and will be the creative force behind the design of other marketing and promotional materials.

Authority

Assesses project materials, outlines the design requirements for both print and digital formats, and works with AU Press team members to determine design specifications.
Working within AU Press guidelines, the incumbent will work with the Director to create the design specifications for the interiors of all AU Press books and journals and will recommend workflows that maximize the efficient use of human and financial resources within the department.

Ongoing review and assessment of changes in workflows, digital technologies, standards, and trends, and the formulation of recommendation and plans for future enhancement of AU Press services and resources.

Seeks guidance from supervisor and other project leaders when dealing with major complications that impact AU Press’s level of service and products.

Works independently on assigned projects with limited supervision and assistance.

Contracts and Communications

Communication with AU Press team, book authors, journal editors, and other project coordinators is required. While the majority of communication will be with individuals internal to the university, there will be requirements to coordinate and communicate with individuals external to AU. External contacts include book authors, journal editors, executive members of various associations, and other project stakeholders.

Assists in development and maintenance of internal procedures and best practiced on an ongoing basis.

Professional, clear, and timely communication is imperative. Additionally, excellent verbal and written communication skills allow the incumbent to articulate design and technical requirements as well as other production considerations to colleagues.

The incumbent will work closely and communicate regularly with departmental and project leaders, as assigned.

The incumbent will assist in the coordination of assigned special projects.
Signatures for Section I

<table>
<thead>
<tr>
<th></th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incumbent Signature</td>
<td>Select a date.</td>
</tr>
<tr>
<td>Supervisor Signature</td>
<td>Select a date.</td>
</tr>
</tbody>
</table>

Section II: Qualifications

Qualifications
Includes education, experience, skills, abilities and any other special qualifications required. The qualifications relate to the position not the incumbent.

- A minimum of two years post-secondary education in a related field, plus three years experience. Equivalent combination of education and experience may be considered.
- This position requires a broad range of knowledge and skills in the area of graphic design and typesetting and the creation of digital products for online environments as well as for the marketplace.
- Advanced knowledge and experience with programs in the Adobe Creative Cloud Suite (particularly InDesign, Photoshop, and Illustrator).
- Knowledge of HTML and experience editing HTML and CSS code is required. Familiarity with XML would be an asset.
- Meticulous attention to detail is required.
- Strong organizational and problem solving skills are required.
- Strong interpersonal skills and oral and written communication skills, as well as a high degree of tact and diplomacy are required.
- Working knowledge of PC and Mac environments is an asset.
- Experience with multimedia development would be an asset.
- Knowledge of online publishing and electronic journal management software an asset.
- Interest in and ability to learn new software and adopt new workflows in a fast-paced environment would be an asset.
Signatures for Sections I and II

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Head Signature</td>
<td>2021-09-01</td>
</tr>
<tr>
<td>Executive Officer Signature</td>
<td>Select a date.</td>
</tr>
<tr>
<td>Human Resources Review</td>
<td>Select a date.</td>
</tr>
</tbody>
</table>