

The Broadside

Application for Employment

Name _____ Phone # _____

E-Mail _____ Soc. Sec. # _____

Address _____

TYPE OF EMPLOYMENT YOU ARE SEEKING: (Check All That Apply)

ADVERTISING DEPARTMENT

1. **Billing Clerk:** Minimal hours, responsible for creating and mailing billing invoices and tear sheets.
2. **Advertising Representative:** Flexible hours, earn commission through ad sales, responsible for selling ads, works with ad purchasers to ensure proper wording and format
3. **Advertising Manager:** Considerable hours, responsible for overseeing representatives, clerks and communicating ad placement with production staff.

DISTRIBUTION DEPARTMENT

1. **Distributor:** Flexible hours, responsible for distributing The Broadside on campus and throughout Central Oregon.
2. **Distribution Manager:** Flexible hours, responsible for picking up papers from the publisher, organizing and ensuring the distribution of The Broadside on campus and throughout Central Oregon.

PRODUCTION DEPARTMENT

1. **News Clerk:** Flexible hours, responsible for gathering items for calendar and classifieds, recording and sending staff meeting minutes, archiving issues, updating the error board and other small tasks.
2. **Reporter:** Flexible hours, responsible for meeting deadlines and communicating with section editors and copy editors for story changes.
3. **Photographer:** Flexible hours, responsible for photo requests, and scanning and filing photographs.
4. **Copy Editor:** Considerable hours (production week), responsible for working with reporters and editing stories.

5. ___ Photo Editor: Flexible hours, responsible for providing high quality photos for publication in the Broadside and ensuring all photo assignments including those of other photographers are completed on time and in a quality manner.
6. ___ Paginator: Considerable hours (production week), responsible for putting together pages and communicating with editors for story and ad placement.
7. ___ Section Editor (News, A&E, Features, Editorials, Sports): Considerable hours, responsible for collecting stories and photos.
8. ___ Web Designer: Flexible hours, responsible for timely and efficient updating of the Web site.
9. ___ Editor's Assistant: Responsible for assisting the Editor and Production Manager in all aspects of paper production.
10. ___ Production Manager: Extensive hours, responsible for organizing and designing pages, communicating with members of the production and advertising departments and assisting the Editor in general production. Substitutes for the Editor when he/she is absent.
11. ___ Editor: Extensive hours, responsible for overall supervision of all aspects of the production and advertising departments. Directly responsible to the Advisor.

Describe your qualifications for the position you are applying for and/or your experience in the field:

Please indicate how you plan to work The Broadside's production schedule into you other commitments, i.e., classes, homework, other jobs, family etc.

It is understood that family and academics must be higher priorities.

I understand that a position at The Broadside must be my primary work commitment and that staff members are expected to consistently fulfill their roles at the newspaper and to offer notification if unable to do so.

(Signature)

(Date)