

WisconsinLion



2018-19 REQUEST FOR PROPOSAL: PUBLICATION EDITOR/DESIGNER

We are seeking bids for an individual interested in taking on the role of Editor/Designer for the *Wisconsin Lion* newspaper.

Responsibilities

- Produce, coordinate & publish up to a 32-page a 10x/yr tabloid magazine (high resolution black & white printed 6x/yr and online color version - 10x/yr)
- Establish a production schedule so as to publish all editions of the *Wisconsin Lion* on or before the 1st of the month of publication
- Create graphics & update www.wisconsinlions.org with news from each issue on the 1st of the month of publication
- Manage editorial calendar & contributing editors
- Train & support contributing editors
- Write various articles
- Edit story submissions
- Ensure conformance to editorial & advertising policies & standards
- Work with the printer & e-publication provider to coordinate complete production
- Work with advertisers to create/place advertising
- Bill advertisers for remittance to Wisconsin Lions State Office
- Report to Editorial Board
- Provide creative direction
- Use current graphic design software to produce page layout & advertising designs that conform to publication standards
- Maintain an up-to-date publication style book

Preferred Experience

- Software – Quark Xpress or Adobe InDesign, Adobe Illustrator, Adobe Photoshop, Adobe Acrobat & Microsoft products (Word, Excel, Powerpoint, Publisher)
- Managing content and contributing editors
- Writing/editing
- Lion membership preferred, but not required

The Wisconsin Lion is a 10x/yr publication designed to inform and educate the Lions of Wisconsin about projects/programs, events and topics of interest.

WisconsinLion

WHERE THERE'S A NEED, THERE'S A LION DECEMBER 2016 / JANUARY 2017



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Bid should include a resume/company overview, relevant samples, list of software proficiency, references & costs.

Contract Dates

June 1, 2018 – May 31, 2019

Send Bids To

MD27 Lions State Office
3834 County Road A
Rosholt, WI 54473
715-677-4764
md27stateoffice@wisconsinlions.org

Bid Deadline: April 10, 2018. Winning bid will be announced on or before May 10, 2018.

Questions?

DG Glen Moegenburg
lionglenm@gmail.com
262-573-3011

Current publication samples can be found at wisconsinlions.org