*Openings* Layout Editor - We are looking for a layout editor for *Openings*! Applications due by \_\_\_

*Layout Editor*

**Appointment and Term:** The Layout Editor is appointed by and serves at the pleasure of the CBAA Board. A stipend of $750 is provided to the Layout Editor, payable for service at the end of each year for a 3-year term. The expectation is that the Layout Editor will work with the journal Editor to produce the layout content for: Cover art, Articles in all genre areas that will be published each year according to the publication schedule established by the Editor and the Editorial Board.

**Regarding journal content, organization, and production processes, the Layout Editor:**

* Manages and communicates with the Editor on a regular basis.
* Is responsible for layout of all submissions prior to their publication.
* Works with the Editor to layout and publish each year’s compilations of articles.

**Time commitment:** The Layout Editor commits the time necessary to set create article layouts for each area of the journal, to prepare articles for the publication.

**Structure:** The Layout Editor participates in meetings with the Editor as needed to keep them informed, and so that they can inform the Editorial Board, about the journal and its production progress. The Layout Editor should be a CBAA member and should not be a member of the CBAA Board.

**Layout Software**: Previous layout design has been done using InDesign software.

**SUBMIT:** Letter of Interest (one page maximum), your CV, and two samples of layout design work to AB Gorham at publications@collegebookart.org