

# FINDING WORK



## VERMILION AND AREA VOICE

### The Company

The Voice is locally owned and has operated as a newspaper since 2004. The newspaper is mailed out to Vermilion and 11 other small towns in the area, including Mannville, Kitscoty, Marwayne and Innisfree.

### The Work

The newspaper features local news, stories of interest and carries advertising for local businesses and community events.

### The Ideal Candidate

The ideal candidate will have the following attributes:

- Computer skills in Adobe Acrobat, Illustrator, InDesign and Microsoft Word
- The ability to work as a team player
- Excellent customer service skills
- Dedicated and reliable
- Excellent attention to detail
- Office skills and design and paper layout desirable
- Knowledge of Freedom of Information and Protection of Privacy legislation required

The Voice currently employs three full-time persons as Editor, Sales and Reporter.



### Editor

- Evaluate suitability of manuscripts, articles, news copy and wire service dispatches for publication and recommend or make changes in content, style and organization
- Read and edit copy to be published or broadcast to detect and correct errors in spelling, grammar and syntax, and shorten or lengthen copy as space or time requires
- Confer with reporters and others regarding revisions to copy
- Plan and implement layout or format of copy according to space or time allocations and significance of copy
- Plan and co-ordinate activities of staff and assure production deadlines are met
- Plan coverage of upcoming events and assign work accordingly



Vermilion & District  
Chamber of Commerce

Government  
of Alberta



Town of Vermilion

- Write or prepare introductions, marketing and promotional materials
- Business management skills and previous experience required

#### *Sales*

- Customer service to clients
- Promote sales to existing clients and identify and solicit potential clients
- Estimate or quote prices and terms
- Plan paper layout and building and design of advertisements
- Proofing advertisements
- Sales background an asset

#### *Reporter*

- Collect local, national and international news through interviews, investigation and observation
- Write news stories for publication
- Receive, analyze and verify news and other copy for accuracy
- Conduct interviews as part of research
- Prepare regular feature columns and stories on specialized topics
- Write editorials and commentaries on topics of local interest to stimulate public interest
- Type up submissions and articles
- Take pictures of events and personalities
- Ability to write well is a requirement
- Diploma or degree in Journalism or equivalent education and experience is preferred

#### *Graphic Artist*

- Consult with clients to establish the overall look, graphic elements and content of materials in order to meet their needs
- Develop the graphic elements that meet the clients' objectives
- Prepare sketches, layouts and graphic elements of the subjects to be rendered using traditional tools, multimedia software and image processing, layout and design software

- Estimate cost of materials and time to complete graphic design
- Use existing photo and illustration banks and typography guides to produce images that meet clients' needs
- Perform other office duties, mail, telephone reception as required
- Should have computer skills and knowledge of Adobe Acrobat, and other graphic and illustrator programs
- Appropriate training in graphic design from an accredited university or college preferred, but will train

#### **Training**

In house training is provided in computer programs and ad layout where required.

#### **Hours, Pay and Benefits**

The Voice is typically open seven days a week and staff work a regular five day 40 hour shift within those seven days.

Wages are negotiable and are based on experience and education. Vacations are in accordance with the Labour Standards Act. No benefits are provided.

#### **How to Apply**

Vacancies are typically advertised in the newspaper. Interested applicants should apply in person with résumé and references and copies of credentials where applicable. **No e-mail applications please.**

Applications should be addressed to:

Susan Chikie  
5006 – 50 Avenue  
Vermilion, AB T9X 1A2

Tel: 780 853-6305  
Fax: 780 853-5426