



**LAYOUT & DESIGN x 8**  
**PRODUCTION HUB**  
**(C – Band)**

As part of the S189 restructuring process, the above vacancies have become available.

The Editorial Production hub has vacancies for the above positions. The successful applicants will be responsible for the overall layout and design of publications, copy subbing, creation of posters, delivering good page flow of a high standard, and proofing and confirming pages.

**Responsibilities:**

- To provide an overall layout & design function and handle certain aspects of copy editing when required.
- Producing high-quality layout and design that is structured well with good story-telling techniques
- Taking ownership of pages and/or applying page designs, and creating page layouts based on knowledge of layout principles and aesthetic design concepts.
- Styling of typography, placing and etching of images
- Assisting with content accuracy and strong headlines
- Working within the framework of design guidelines
- Making the content fit in the most visually pleasing way
- Applying a good understanding of legal, ethical, and copyright issues
- Troubleshooting technical issues
- Managing production requirements for assigned pages, including copy flow, managing artwork, providing layout, and applying typography principles
- Understanding pre-press printing requirements and ensuring adherence to deadlines.
- Ensuring that pages are completed on time and potential delays are avoided.
- Proofing pages for editor-in-chief, managing editor, title editor, and content managers and coordinators when required
- Applying corrections to content, and passing pages.
- Soft proofing pages when required
- Providing feedback to editorial production leadership
- Flexibility in working unpredictable hours

**Minimum Requirements:**

- Must have a Diploma / Degree in Journalism, layout, design, or a relevant qualification
- Must have 5 years of experience as a layout or copy sub-editor at a major newspaper or in a magazine environment
- Excellent knowledge of all software in the production process
- Must be well-versed in Journalistic Principles, Ethics & Media law
- Advanced knowledge of Google applications (Email, sheets, docs, etc.)
- Well-developed news sense and excellent general knowledge

**Job Competencies:**

- Excellent communication skills (both written and oral)
- Good listening skills
- Ability to work quickly and accurately under pressure
- Ability to work alone and as part of a team
- Possesses copy-editing skills
- Excellent planning and organisation skills
- Excellent problem-solving ability
- Meticulous attention to detail
- High organisational and team commitment
- Knowledge of all software required in the production process
- Ability to handle multiple articles and pages
- Ability to cobble (merge) text, manage images and visualise pages

**Independent Newspapers is committed to its Employment Equity and Affirmative Action plans.**

All interested and suitably qualified applicants must submit a completed application form no later than 12h00 noon on **Wednesday, 06<sup>th</sup> November 2024** to human resources at:

[vacancieskzn@corporateservice.co.za](mailto:vacancieskzn@corporateservice.co.za)