POSITION DESCRIPTION
Sett i gang **Copy Editor/ Print Designer**

Organization Description
NorWords is a small business that creates materials for teachers and students of Norwegian language and cultural studies. In 2006 and 2008, NorWords published a curriculum series entitled *Sett i gang I og II: An Introductory Norwegian Language Curriculum*. In this initial publication, two textbooks, two workbooks and a glossary were created for use during the first year or year and a half of university courses or the first two to three years of community education courses. This year, the curriculum is being updated and revised; new editions of the textbooks and glossary are being written and the workbooks are being re-envisioned as part of a Web Portal for language learning.

Project Description
The role of the Copy Editor/ Print Designer will be to update the content in the two *Sett i gang* textbooks. This is a short-term, paid position between December, 2014– August 2015. A majority of the work will be completed independently with a flexible schedule and can be done from anywhere you have access to the needed files and software.

The Copy Editor/ Print Designer will update the pre-existing design of the book interior with revisions outlined by the authors. The look and overall design of the book interior will remain the same. However, there are many pictures that are outdated or too pixelated, charts and statistics that need to be updated, a few typos corrected, articles replaced, etc. Each time one of these elements change, it can have a small effect on the overall layout of the page. So, the Copy Editor/ Print Designer will update the two textbooks using the pre-existing design. Additionally, this person will also create two new textbook covers using the same elements of the interior design.

The design of the books is a very modern, clean, and contains lots of authentic visuals. If you would like to see the design of the book, you can download the first chapter of both *Sett i gang I* and *Sett i gang II* here. Alternatively, find a student who is enrolled in first year Norwegian to see their textbook.

There are two authors of the book which the Copy Editor/ Print Designer will work with, Kari Lie Dorer and Nancy Aarsvold. Kari will act as the main contact and is currently living in Italy. Thus, it is of utmost importance that the person hired have very strong communication skills, including email, video chatting and documenting progress in our shared Google doc.

Project Hours
The project hours are built around the St. Olaf's school year to accommodate a student schedule . The bulk of the project can be done during two chunks of time (December 20 - February 10 & June 1- July 20), but there will some work needed between these dates as well. These dates are not set in stone, but this is the time period when the majority of work will need to be completed. Exact dates can be negotiated (before the start of the project). This person could for example, begin work in November and do more during the month of January, etc. During these dates, the position requires occasional video meetings (on google hangouts or Skype) as well. Because of the time difference, these will need to be in the morning, M-F. The project timeline and submissions are divided into smaller submissions to provide for an easier management of the project (and thus quicker compensation).

Technological Expertise

The Copy Editor/ Print Designer will need to utilize and feel confident with the following technology for this position:

- Adobe InDesign: Revisions will need to be completed in InDesign. A very good understanding of InDesign and previous experience using InDesign is necessary.
- Dropbox: Files will be uploaded and downloaded to/from our business dropbox account. This includes many pictures, old and revised pdfs.
- Google docs: Chapter revision notes from the authors will be in google docs. Notes and questions back and forth will be kept here.
- Google hangout or Skype: Video chats to discuss progress, questions, revisions, etc.
- Quark: Pre-existing files are currently in Quark. They will be transferred to Adobe. A basic knowledge of this program would be helpful, but not required.

Qualifications

- Recently graduated student or a Junior or Senior in college with strong academic record
- Evidence of effectiveness working independently
- Excellent communicator
- Expertise using Adobe InDesign
- Strong analytical abilities, ability to extend knowledge and skills to project
- Learns quickly
- Knowledge of Norwegian language is helpful, but not required

Compensation

Compensation is based on completed tasks submitted by agreed upon due date. This is not a work study position or a position paid by St. Olaf College. The position is paid for by NorWords. This person will be hired as an independent contractor and paid as each part of the project is completed. The total compensation for the project is $4,000, divided as shown below:

- $100-150: for the completed revision of each chapter (15 in each book, 30 total)
  several chapters have more edits needed for which a higher compensation will be given
- $100: for the creation of new textbook covers (2 total)
- $100: for the final edits of the interior version of each book (2 total)
- $100: bonus for each book's completion by due date (2 total)

Application

To apply for this position, please e-mail the following to Kari Lie Dorer at sig.norwords@gmail.com:

- Resume & cover letter
- Name & contact information of three references (professional or academic)
- Transcript (unofficial is ok)

We will begin reviewing applications on Wednesday, Oct. 29, 2014. We will be conducting interviews via Google hangout or Skype the following week.

If you have questions about the position, feel free to email the same email address.