



SASKATCHEWAN REGISTERED MUSIC TEACHERS' ASSOCIATION

OPUS EDITOR and WEBMASTER POSITION

POSITION SUMMARY

The Opus Editor publishes three journals per year: September, November, June

Duties to begin immediately.

QUALIFICATIONS:

- Grade XII Education
- Demonstrated skill with desktop publishing
- Demonstrated skill with Word, pdf, and graphics programs
- Demonstrate skill with HTML or CSS software
- Ability to attend all SRMTA Executive Meetings and the AGM
- Have high-speed internet
- Demonstrated organizational skills, and the ability to work independently
- Ability to solicit advertising
- Demonstrated flexibility to facilitate changes in techniques and procedures
- Member of the Saskatchewan Registered Music Teachers' Association

GENERAL JOB DESCRIPTION:

- Collect and organize the information to be included in each journal
- Do the layout and online posting of Opus
- Make necessary changes and additions to the SRMTA website as needed
- Handle all aspects of advertising included in the online journal
- Request from the Registrar the e-mailing list, which includes all members, Associate Members, CFMTA Provincial Presidents, and advertisers
- Provide annually, information concerning costs and revenues for the purpose of preparing the budget.

Honorarium: \$550.00 per issue
25 percent commission of advertising income

For inquiries regarding this position and job description, please contact:

Gregory Chase
Email: gchase@sasktel.net

Submit Resume with three references, via email, to:

Sandra Kerr
President SRMTA
Email: shkerr@accesscomm.ca