

### Department Overview

The Production Department serves as a liaison between Aperture's various departments and outside printing vendors. Aperture books, *Aperture* quarterly magazine, and the limited-edition catalogues are the major projects that the department takes on each season. In addition, the Production Department handles business cards, stationery, blads, and special projects such as holiday cards and auction invitations for Development.

Each project is competitively priced and scheduled in the initial stages in order to adhere to budget and time constraints. Once a job is ready to go, Production oversees the prepress work (including scanning and proofing of artwork) and subsequently the printing, binding, and shipping of each job. Throughout the process, Production staff stay in close contact with production coordinators and printing vendors to assure that everything is on schedule and that any problems are dealt with quickly and efficiently. Production staff also involve the artists directly in the book-proofing process, to ensure that each book comes as close as possible to the artist's vision.

### What You Can Expect to Learn

- The book- and magazine-making processes
- Printing/binding techniques and materials
- How to schedule and follow up
- Communication skills (with both vendors and coworkers)
- Time-management skills
- How to handle artwork
- How to price jobs with vendors and compare estimates
- Editorial and publishing basics (from working with other departments)

### Departmental Duties

Responsibilities include: updating and following up on schedules; handling and receipting art; sending and receiving packages; reviewing printing specifications; communicating with suppliers; confirming artworks sent and received; preparing work-in-progress reports; handling invoices; archiving physical and digital files; and preparing manufacturing orders.

### General Work Scholar Responsibilities

- Further develop knowledge of photography as well as Aperture's mission, publications, exhibitions, and programs
- Participate in workshops and training sessions
- Complete pre-, mid-, and post-term evaluations
- Assist with mailings
- Setup and breakdown for on- and off-site events
- Assist at the Aperture Foundation Benefit and Spring Party
- Participate in jurying the Aperture Portfolio Prize (Spring term)
- Work occasional extended hours and events (paid hours)
- Kitchen duty (fridge and dishes)

### Requirements

Familiarity with Microsoft Office, Adobe Photoshop, and Adobe InDesign required. Experience in studio photography and digital printing a plus.