

JOB DESCRIPTION

Title: Typesetter

Reporting to: Head of Translations and Publications

Location: Negotiable – good internet access

Purpose of Job: To typeset all texts for Lhasey Lotsawa and literature for all activities in a timely, appropriate, and attractive manner in accordance with house style.

Key Relationships:

Head of Translations and Publications

Core group project leaders

Office staff

KEY DUTIES AND RESPONSIBILITIES:

Primary typesetting tasks

- Prepare typesetting in a timely manner
- Liaise with graphic design/illustrative consultants to develop and maintain site style and appearance.
- Prepare initial draft/s for viewing and consultation according to instructions.
- Meet with and discuss text with commissioner.
- Revise and consult further.
- Prepare and send printer-ready version to nominated recipient.
- Keep track of time spent and costs incurred.
- Keep up-to-date with typesetting-related developments.

KEY SKILLS

Proficiency with Adobe Indesign