



Yearbook Representative

Overview

This is a full-time position, consisting of a primary set of responsibilities in yearbook publishing and a secondary set of responsibilities in school pictures. We're looking for a candidate with a balance of graphic design competency and strong customer service skills to be a reliable partner to our school yearbook clients. The goal of this position is to provide support and guidance to yearbook advisers throughout the year so they end each school year happy with the published book they distribute to their students. Currently we provide yearbook publishing support for 90 clients.

This position will be primarily based out of our Bethlehem Township location. Currently we have 25-30 daily staff members working at this location, with some seasonal increases during the Autumn months. A hired candidate will be on a team of 1-2 other staff members serving the same purpose.

Primary Skills & Job Description

- Yearbook Publishing: Yearbook publishing responsibilities will predominate the schedule in Quarter 1 and Quarter 2 annually.
- Yearbook Publishing: communicate with yearbook advisers at the Elementary, Middle, and High School levels regarding their annual yearbook projects. Communication occurs via phone, email and in-person meetings.
- Yearbook Publishing: In select situations, provide basic graphic design tutorials and workshops for advisors or students on skills they can utilize with their yearbook projects.
- Yearbook Publishing: Onboard new yearbook advisers by reviewing the publishing and software options we offer, and providing guidance needed to get started with their projects.
- Yearbook Publishing: Pair yearbook advisers with the appropriate publishing partner for their skillset and project size.
- Yearbook Publishing: Produce, organize and supply publishing agreements to advisers prior to the start of their projects, including book size, pricing, and cover options.
- Yearbook Publishing: Design marketing materials for schools to help with yearbook sales. This includes setting up online selling, posters, and order forms when necessary.
- School Pictures: school picture responsibilities will predominate the schedule in Quarter 3 and Quarter 4 annually.
- School Picture: Utilize a web-based project management system to organize the work to be done and to update tasks and projects for and communicate with other department teammates.

- School Pictures: Utilize several industry-specific software platforms to prepare images and data for production.
- School Pictures: Facilitate the accurate and timely production of school picture packages and

Key Competencies Called Upon for Employment

- Proficient with Adobe Photoshop and In Design software
- Must be PC Proficient
- Comfortable learning new software platforms
- Attention to detail
- Problem-solver
- Flexible
- Disciplined Self-Starter
- Good stress management skills

Conditions of employment

- Hired candidates will receive training and on-the-job training with several software platforms.
- Estimated weekly time is 35-40 hours per week. June and July are particularly slow months in our industry where our full-time staff often work flex schedules, utilize paid time off, or work reduced hours.
- Overtime may be approved during select periods.
- The daily schedule of this position is somewhat flexible, and generally overlaps with a typical school day or work day.
- Starting Compensation \$20 / hour
- You would be eligible for Health Benefits upon hire: Christmas City Studio offers several health plans as well as dental and vision plans, and we cover 50% of the insurance premiums for each.
- You would be eligible for Paid-Time-Off upon hire - Christmas City Studio offers 10 vacation days, 6 personal days and 6 paid holidays for full time employees with up to 5 years of Service. After 5 years of service, we extend 15 vacation days per year, with 6 personal days and 6 paid holidays.

Anticipated Start & Training Period

- Training start date: Quarter 1 2023

About our Company

Christmas City Studio is a photography studio in Bethlehem, Pennsylvania. We are family-owned and operated for more than 40 years with over 50 employees. We provide school picture and related photographic services for over 110,000 students at over 200 campuses throughout the Greater Lehigh Valley.