



## **JOB LISTING: Production and Circulation Manager**

### **DEPARTMENT/GROUP: VICE MEDIA**

VICE started in 1994 as a newsprint monthly in Montreal and is now a global youth media company that includes print, events, music, online, television, and feature film divisions that operates in over 30 countries. VICE is the industry leader in original video for the web. With dozens of original series franchises across all content categories, VICE publishes about 60 minutes of new video content every day. For further information and additional background, please visit [www.vice.com](http://www.vice.com).

### **OVERVIEW**

We are looking for a Production & Circulation Manager to oversee all aspects of print production from concept to execution.

### **ROLES AND RESPONSIBILITIES**

- Traffic ad artwork from clients and internal team, review and troubleshoot files
- Work with printer to coordinate all print production logistics (printing, shipping, scheduling and budgeting)
- Coordinate delivery of work across departments (editorial, sales, design and creative)
- Create and manage print production schedules
- Process orders and maintain database of all magazine subscriptions
- Curate list of distribution points and coordinate circulation with vendors across North America
- Oversee magazine distribution at events and tradeshows
- Assist with vendor billing and invoicing

### **EXPERIENCE AND QUALIFICATIONS**

- 1-2 years experience in print production or related field of work
- Strong organizational, multitasking and interpersonal skills
- Ability to handle a heavy workload and fast-paced environment
- Adept at synthesizing information and efficiently working across teams
- Excellent written and verbal communications skills

Experience with Mac computer programs

### **HOW TO APPLY**

Send a detailed cover letter and resume with **salary requirements** by email to [vicecareers@vice.com](mailto:vicecareers@vice.com). Reference "Production and Circulation Manager" in the subject line or by mail to:

Human Resources Department  
Attention: Production and Circulation Manager  
99 North 10<sup>th</sup> Street, Brooklyn, New York 11211

Please indicate in your cover letter where you learned of this job posting. No phone calls please.  
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