

## **Request for Proposal to Serve as News Bulletin Editor for the Retired Teachers Association of Chicago**

The Retired Teachers Association of Chicago publishes three *News Bulletins* per year. The individual who serves as its editor is an independent contractor who is expected to:

- review proposed content and story ideas with the RTAC President and Executive Director in advance of production;
- acknowledge that final authority over News Bulletin content rests with the RTAC President
- work collaboratively with the RTAC webmaster/assistant editor
- determine production time for each issue;
- edit and furnish copy for consistency and accuracy;
- proofread editorial content throughout the production process;
- resolve publication challenges;
- verify facts and clarify information;
- write stories, as needed, for RTAC directors, if requested or required;
- work collaboratively with a graphic designer;
- solicit bids for printing/mail services and manage the printing/ mailing process;
- work as a liaison with the Chicago Teachers Pension Fund to coordinate content (i.e. secure listings of deceased CTPF annuitants);
- coordinate photography;
- monitor the final press run to ensure quality of photos and printing standards.

Compensation will be determined based upon the applicant's prior experience. There are no ancillary benefits attached to the position. It is anticipated that the individual who is selected to serve as the Retired Teachers Association *News Bulletin* editor will begin service in the fall of 2013.

Applicants are expected to submit a cover letter, resume, three letters of references attesting to the individual's editorial competencies, and three samples of previous work on or before August 15, 2013 to: [acrandall@rtac.org](mailto:acrandall@rtac.org)