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# **DEPUTY EDITOR FOR SWISS EXPRESS**

## **FROM THE COMMITTEE**

At a recent management Committee meeting the Editor raised some concerns about the production of Swiss Express and it was felt that a Deputy Editor could be the solution.

### **THE CONCERNS**

- The wish of Andrew and Valda Russell to relinquish their role as the Contributions Team.
- The recent illness of the Editor, which had lead in part to the very late despatch of the September and December 2003 editions of Swiss Express. This delay had also been exacerbated by a prolonged, albeit temporary change, in the Editor's work patterns.

Swiss Express has become a very sophisticated magazine; it uses state of the art technology and software, has some of the best contributing writers and photographers and stands comparison with many commercial magazines. It all depends however on one person and if there is a problem, as there has just been, then things go wrong. There is also the need to allow for a replacement should the current Editor wish to resume normal life again. So what's involved? The most important requirement is commitment; the rest follows naturally.

- Receipt/acknowledgement of articles/photographs and subsequent return of photographs.
- Editing the articles where required and checking spelling, grammar and punctuation.
- Preparing preview photographs.
- Day to day administration and workflow control.
- Training in how to produce and lay out the magazine and the use of the software involved.

### **WHAT THINGS ARE NEEDED?**

- A computer, or at least regular, prolonged and guaranteed access to one. The Editor uses a Mac; this is not essential as he often connects with the Dark Side. He is willing to give you impartial advice on why a Mac is so superior but he does get a bit boring on this subject.
- A good word processing package. Appleworks if you have a Mac is fine, Word is the most commonly used and is also fine. Some of the more esoteric packages may be satisfactory, but they must be able to save documents in Word format, or at a push RTF.
- A scanner, preferably with a transparency holder, although the latter is not essential.
- Email access, preferably broadband. Not everyone has Internet access, in fact some positively reject it, though it makes a lot of things possible at very high speed.
- Commitment.

### **WHAT KIND OF PERSON?**

- Committed. Metaphorically speaking.
- Literate.
- Patient, remember you have to deal with artistic tantrums, and that's just the Editor.
- A good administrator.
- Ideally located not too far away from the Editor, although this won't be a problem if you have broadband access.

So, do you want to wallow in glory, go off on loads of trips to Switzerland and eat, drink and be merry at someone else's expense? Thought so, well you won't be who we are looking for. Much as the Editor moans about it, the fact is he loves doing it for the pleasure and enjoyment he gets out of it and so will you. If you want to have an informal discussion ring David at home, telephone number on page 1. Even better if you want to have a go write or email David now. He would be waiting, but he's preparing the next Swiss Express though he will be delighted to hear from you.