

**Centaur & e-Centaur Production Coordinator**  
**Rocky Mountain Dressage Society**

**Job Description:**

Monthly production of the printed Centaur Newsletter and e-Centaur for the purpose of distributing business, advertising, and educational items benefiting the RMDS membership. The amount of work and required hours varies month-to-month and has averaged 24-32 pages per month for printed version. The e-Centaur is produced even numbered months and the printed version produced odd numbered months.

**Position Responsibilities: Printed Centaur:**

1. Publication is a black and white 8.5" x 11" newsletter ranging from 24-32 pages.
2. Communication with the dressage community encompassing solicitation and coordination of Articles, led by the Communications Chair.
3. Desktop publishing software production (In Design 5 or higher required)
4. Layout design.
5. Print coordination.
6. Editing of the newsletter with Communications Chair
7. Proofreading of the newsletter
8. Coordinate with the RMDS Central Office as they collect money for ads.
9. Submit newsletter to printer by 15<sup>th</sup> of odd numbered months
10. Post completed issue on RMDS website as a PDF

**Position Responsibilities: E-Centaur:**

1. Produce a HTML newsletter using RMDS MailChimp account
2. Communication with the Dressage Community encompassing solicitation and coordination of articles, led by Communications Chair.
3. Editing of e-Centaur with Communications Chair.
4. Proofreading of e-Centaur
5. Coordinate with the RMDS Central Office as they collect money for ads.
6. Maintaining Constant Contact email list with assistance from Central Office.
7. Sending e-Centaur to membership between the 1<sup>st</sup> and 3<sup>rd</sup> of even numbered months
8. Post completed issue on RMDS website as a PDF

**Position Responsibilities: Social Media:**

1. Assist Central Office in updating RMDS Facebook account

**RMDS Responsibilities:**

1. Issue payment within 10 days of receipt of the invoice.

**Mutual Agreement:**

1. RMDS has the right to terminate this agreement should the person/company hired as Centaur Newsletter Editor & Production fail to fulfill the responsibilities of this position in accordance with this agreement..
2. The person/company hired as Centaur Production Coordinator has the right to terminate this agreement should RMDS fail to fulfill its responsibilities in accordance with this agreement.