



**TITLE:**

Advertising Manager, *Kansas Stockman* magazine

**JOB DESCRIPTION:**

The *Kansas Stockman* advertising manager serves as the primary designer for advertisers in the magazine (published 10 times per year) and helps coordinate all ad content.

**QUALIFICATIONS:**

1. Bachelor's Degree in agricultural communications/journalism, graphic design, or related field.
2. Creative, with strong design and layout skills.
3. Proficient in Adobe InDesign, Adobe PhotoShop and Adobe Acrobat.
4. Strong attention to detail, with excellent organizational skills, including multitasking and time management.
5. Excellent communication skills required for collaborating with co-workers and/or advertisers.
6. Ability to work in a team environment and meet regular deadlines.
7. Magazine/publishing experience preferred, but not required.

**RESPONSIBILITIES:**

1. Work directly with director of advertising & promotions to coordinate advertising sold for *Kansas Stockman* magazine.
2. Work with advertisers and/or director of advertising & promotions to design ad based on information provided.
3. Work directly with editor to coordinate advertising and editorial for each magazine.
4. Work directly with printer to coordinate magazine schedule every month.
5. Prepare advertising invoice statements for accounting purposes.
6. Design additional Kansas Livestock Association and Kansas Beef Council projects throughout the year.
7. Perform other duties as assigned to support efforts of the communications department.

The Kansas Livestock Association provides a competitive salary and benefits package, including health and dental insurance, 401K and Profit Sharing programs. The position is full-time and requires working in the KLA office in Topeka.

To be considered for the position, please submit a cover letter and résumé to:

Scarlett Hagins  
Vice President of Communications  
Kansas Livestock Association  
scarlett@kla.org