Publication Adviser

The Collegian Media Group (CMG) seeks an adviser to the Royal Purple yearbook and Manhappenin’ lifestyle magazine. The position begins around August 2022.

The successful candidate will advise the student staffs who create, edit and publish the two publications, lending experience to the editors as a coach and guide. Founded in 1909, the Royal Purple consistently wins national Pacemaker honors for its content and design. The award-winning Manhappenin’ magazine was founded four years ago.

The Role

The adviser will work as team player with CMG’s director, and assistant director who also serves as the Director of Advertising Sales and Marketing, to support general operations for ensuring the organization runs smoothly, ethically and within budget. This includes building relationships with on- and off-campus partners, writing reports, coordinating and setting up events, and coordinating efforts with the Director of Advertising Sales and Marketing.

The successful candidate will:

- advise the Royal Purple staff in best practices for yearbook production, ensuring accurate and ethical coverage of the K-State campus community, and communicate and negotiate with printers and other service providers and partners.

- advise the Manhappenin’ staff for best practices in producing multiple editions, ensuring accurate and ethical coverage of the K-State campus and community, and communicate and negotiate with printers and other service providers and partners.

- coordinate with the director of advertising sales and marketing on creating magazine and yearbook release events.

- build and sustain relationships with vendor partners, the K-State Alumni Association, and others.

- assist in best practice marketing strategies for the magazine and yearbook, including the goal of increasing yearbook sales.

- work with the director and associate director on managing student photographers.

- initiate and support the director and associate director with fundraising efforts.

- work with the director in budgeting and reaching the corporate goals set by the board of directors.

- coordinate students to publish the Explore MHK Guide booklet in partnership with the K-State Family and Parents Program director.
Required Qualifications

• bachelor’s degree
• previous experience with advising student media, preferably with a yearbook and magazine
• experience with page design
• thorough understanding of creating and managing websites.
• Mac computers

Desired Qualifications

• master’s degree
• knowledge of digital, mobile, tablet, and app development
• Experience with advising or teaching students
• Familiarity with budgets and Mac
• Familiarity with Adobe products and Illustrator

Other Expectations and Opportunities

This is a 9-month contract with the potential for flexible hours.

• The position requires overseeing weekly Royal Purple and Manhappenin’ editor and staff meetings that typically take place in the evenings. Some light travel to Kansas City and weekends required, especially to state, regional and national conferences when budgets permit.

• The successful candidate should expect to communicate and engage in any issues that might arise during the summer.

• Opportunities exist, on an ad hoc basis, to support the assistant director with running the summer Flint Hills Publications Workshop for high school students.

• Contingent upon budget and student enrollment within the A.Q. Miller School of Journalism and Mass Communications, candidates with a master’s degree can potentially teach a class.

Salary is already budgeted and includes a suite of benefits including health, dental, and life insurance; and a 403 (b) retirement fund.

Location

The Collegian Media Group is located in Kedzie Hall at Kansas State University. K-State is situated among the rolling Flint Hills region in Manhattan, Kansas, about two hours west of Kansas City and 45 minutes from Topeka, the state capital.
The Company
CMG publishes the Royal Purple, Manhappenin’ magazine, and The Collegian newspaper; and, hosts the annual Flint Hills Publications Workshop for high schools. The Collegian was founded in 1896. The business was incorporated in as a 501 (c)(3) in 1946 and received non-profit status the following year. It is governed by a board of directors and is independent of Kansas State University.

To Apply
CMG is especially interested in candidates who can contribute to the diversity and inclusion goals and excellence of the organization. Applicants are requested to include in their cover letter information about how they will further this goal. The Collegian Media Group is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other category legally protected by federal or state law.

To apply, please regular mail or email:

- a cover letter outlining your qualifications and explaining why you are the right person to lead our students.
- a resume/CV.
- contact details of at least three professional references and one personal reference to:

  Ira (David) Levy  
  Director  
  Collegian Media Group  
  828 Mid-campus drive  
  Kedzie Hall Room 103A  
  Manhattan, KS 66506-1505  
  levyid@collegianmedia.com

Applications accepted until March 4, 2022.