

**Title:** Web Producer

**Scope of Position:** Packages and presents news online as well as overseeing production of CQ's various online specialty publications. Also provides technical and editorial support for these products. Working with a number of different people on a number of different unrelated projects constitutes a regular workday, so the ability to multi-task gracefully is essential.

**Responsibilities:**

Web site maintenance:

- Edit articles for publication on both a paid subscriber site and a free site
- Write headlines and summaries
- Post stories through CQ's content management system
- Manage the News Tab and other publication views on CQ.com
- Create news packages comprising stories, related documents and other appropriate links
- Post online versions of print publications, including replication of special graphics (using Adobe)
- Keep up with corrections and clarifications in real time

Specialty product operations:

- Produce a daily scheduling product (and updates a later version for print)
- Copy edit, compile and send some portion of the (currently) seven specialty publications
- Write briefs
- Compile schedules, code bills and Federal Register documents for searchability
- Identify and, if possible, fix production bugs

Desired technology expertise: InCopy, HTML, XML

Desired work experience: Strong editing background and strong computer skills. Ability to learn new systems quickly and operate independently. Experience with Web and desktop publishing, familiarity with Congress, and demonstrable people skills.