

JOB DESCRIPTION

Alison December 1979

Alas I have no time to adequately express all my thoughts on what to do in the shop and how I see the work scheduled in the day's routines and throughout the week. So just a few notes to be expanded by verbal communication.

Typesetting etc.

I do better at keyboarding and related functions like the Corecterm than anything else in the shop (which is not saying very much for my talents or lack of them). Thus, after considerable thought, it makes sense to settle on typesetting as an occupation for a few months. I could be better at it, in accuracy and knowledge of the program possibilities, and if this becomes my area of responsibility it would be necessary to pursue these things.

However, the reason I have hesitated about typesetting as a primary responsibility is because I consider it mindless work, just an extension of the machine, a job that requires very little challenge. This is especially so if we are doing endless amounts of fictional work for publishers or textbooks etc. So, in conjunction with keyboarding I propose that this area of responsibility also include all type creation - typositor, Corecterm, keyboarding, headliner - and maintenance of these machines. Which might also mean trying to fix or isolate the problem in the middle keyboard, being responsible for cleaning and upkeep like inventory for perforators, typositor and corecterm. And hopefully some interesting work in formatting for new jobs. This of course means working with the mark-up person or having that area as a back-up interest.

A combination of mark-up and keyboarder might work, might not. I don't have any patience for numbers and figures and mathematics, but I can and will try to work it out if the result will save all of us time, money and frayed nerves. This means more attention and extra time by me and others in mark-up skills. It looks like a logical outgrowth from keyboarding work, but I could be off base.

OTHER AREAS OF STRONG INTEREST BUT PRESENTLY NO CAPABILITY

Machine maintenance_-the VIP and processors, mostly the mechanical problems, computer logic fails me

SALES - I have been interested in doing sales for quite a while, but have been reluctant because I did not know our capabilities, sufficiently to sell them to anyone. This is changing.

BOOKKEEPING - Just starting in this area, which I'd like to explore by working with one other person, and possibly doing courses.

Desk Person or similar function - order out of chaos, which I'm not good at but like to face challenges.

That's all for my part. I'd like to hear more thoughts on how we work together.