

Role – Print Liaison Officer

Description:

To arrange for the translation and printing of OA literature in the UK.

Qualifications:

* To have at least one year of current continuous abstinence
* To have been in OA for at least a year
* To be working the OA steps with a sponsor
* To have an understanding of the 12 Traditions

Tasks involved:

* Liaise with Literature Administrator and with NSB Literature Liaison Officer about what items to print.
* Check the next review date on the Strategic Publications Plan from WSO. The Literature Administrator will check the minimum number it would be cost effective to print, taking into account sales and stock held and decide what quantity to print.
* Check with Literature Administrator if we already have a Licence to print the item.
* When printing a document for which we do not already have a licence, the PLO completes license application forms 1 and 2 and forwards them to the Literature Administrator to sign and send on to WSO. (Copies of all signed licenses are kept by the Administrator, not the PLO.)
* Ask Associate Editor at WSO for electronic version of the artwork we want to print.
* Make a note of all changes needed, i.e. US English to UK English, including copyright notices and OAGB contact information.
* Forward changes to Graphic Designer.
* Along with the Proof Reader, check proofs and keep working on the drafts until we have a final proof.
* Send the artwork to the printer, together with an official order.
* Following printing, the Printing company will send a copy of the artwork for our records.
* The artwork for each item printed, has to be sent to WSO for their records. The Literature Administrator will also send WSO a hard copy.

Working with:

Your main contact would be the Literature Administrator but you would also be liaising with the NSB Literature Liaison Officer, Publications Department of the World Service Office, Graphic Designer and printing company.

Approximate time commitment:

The amount of time involved varies with each task and is not on a regular basis. A straight forward re-ordering of a piece of literature might take less than 30 mins. The translation and printing of a new pamphlet takes approximately 2 to 3 hours , plus the reading of the final drafts. The preparation time to print a new book would be approximately 3 hours plus proof reading. (We do not normally translate a full book).

Technical requirements:

This role requires Internet access, a word processor such as Microsoft Word or a free equivalent, and would be more easily done on a laptop/PC although it may be possible on a tablet.

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