Job Announcement
Contract Designer

*Washington History, Magazine of the DC History Center*

**Background**

*Washington History* magazine is the only scholarly publication devoted exclusively to the history of our nation’s capital. First published in 1989, the magazine replaced the *Records of the Columbia Historical Society* (1897-1989). *Washington History* is filled with scholarly articles edited for the general reader. It is written and edited by distinguished historians and journalists, offering a rich array of images as well as reviews and short features. The magazine is a benefit of membership in the DC History Center (formerly known as the Historical Society of Washington, D.C.) and is available for purchase at the DC History Center Store and in area bookstores.

We are seeking an experienced graphic designer to produce two issues annually (spring and fall) of this heavily illustrated and stylistically flexible magazine. *Washington History* presents accessible DC history stories that include the scholarly apparatus of endnotes while relying on a visually impactful design. This hybrid is unusual in both the popular magazine and journal fields.

The designer will be using the template established by Debra Naylor of Naylor Design, Inc. in 2014, which has served us well. The designer will modify this template as needed to accommodate presentation in digital form such as e-reader or other format to be determined.

Each 8.5” x 11” issue averages 80 pages plus four-color cover. Generally the insides are printed two color, allowing for an accent color. Occasionally, as the subject matter warrants and the budget allows, we include a signature or two in four colors. The book is perfect bound. Production (from initial design to mailing) generally takes place over two six-week periods in the late summer–fall and spring, with the designer available for spot consultations at other times as needed.

The editors and authors provide the photographs/art/maps displayed in the magazine. Occasionally the designer will be asked to supplement. In addition the designer may be asked to plot locations on a map or highlight an existing graphic.
Scope of Work

Based on the editors’ estimate of the fit of the issue, the designer will provide the following services:

- Advice on choice of images for cover and interior opening spread
- Up to three cover comps showing options within the design template based on editors’ selections
- Typesetting and layout based on established typography, typographic hierarchy, and treatment of images
- Up to three rounds of revisions/corrections (both editorial and design)
- Photoshopping of historical images as needed to clean up scratches and/or dust only
- Updating of electronic template and written specifications for compositor as necessary
- Coordination with printer, including acquisition of print costs for each issue
- Advising on relevant cost-controlling measures
- Preparation of final art and text for commercial printing
- Manage relationship with printer and any other production subcontractors
- Based on a plan and template to be devised this year in consultation with the editors, provide a final digital format for member access.
- Provide a final pdf, including any changes on press, for uploading to JSTOR. web.

In your bid, please include your price for one year (two issues) with charges for design changes beyond this scope of work.

Please submit your bid along with a resumé or C.V. and two relevant work samples to:

Laura Hagood
Executive Director
DC History Center
lhagood@dchistory.org