



CONTRACT LABOR ASSIGNMENT (Project to be completed remotely)

Timeline and Availability REQUIRED:

Contract labor requires all hours necessary to complete workload and will involve flexibility.

August Edition — June 20–July 8

September Edition — July 20–Aug. 13

October Edition — Sept. 3–Sept. 20

Nov/Dec Edition — Oct. 21–Nov. 11

Jan/Feb 2025 Edition — Jan 2–TBA

Note: Final press dates may change.

Duties (including but not limited to):

- Primary responsibilities involve assistance with advertising materials. Some assistance with editorial materials may be required.
- Searching for photos and other publishing materials (such as logos).
- Downloading ad photos submitted by photographers (FTP, Basecamp, etc).
- Organizing and preparing photos and submitting them to Clipping Factory.
- Read/edit ad copy and verify people's and horse's names in database (spelling, breeding, ownership, GCH status, etc).
- Filing submitted documents and photos completely ready for design staff to use.
- Proofing ads completed by design staff before sales team proofs to advertisers.
- Other needs as directed by the *TMH* Editor.

Qualifications:

- MUST be available for hours needed to complete required work.
- Late evening hours and weekend work expected.
- Prompt turnaround (12 to 24 hours) of publishing materials MANDATORY;
- Familiarity with Google Documents/Google Drive.
- Use of Photoshop, at least elementary editing and color correcting skills; Editing in Microsoft Word.
- Strong language/proof reading skills and attention to detail.
- Reliable computer and internet access.

Additionally:

- Design skill is not necessary; however, if a candidate has the capability, that would be considered a plus!
- AMHA will report all compensation on the appropriate IRS Tax Form 1099 as required by law (the ENTIRE amount will be reported as contract labor income). This entire amount is TAXABLE. Individuals should check with their personal tax advisors regarding the ability to write off any portion as work-related expenses.
- The first magazine edition will be a "trial" basis to see if the assignment is a good match for the contract laborer and the *TMH* team.

Compensation:

- \$10,000, over the five-edition assignment.
- Payment schedule to be agreed upon in contract labor agreement.