



Provincetown Independent Associate Publisher

The *Provincetown Independent* is an award-winning weekly newspaper covering the four Outermost towns on Cape Cod — Eastham to Provincetown. We are the only locally owned newspaper in our area and part of our mission is to rebuild the community's capacity to produce a high-quality newspaper.

While the most visible part of our work is the editorial effort seen weekly in our pages, the newspaper is a business. We seek to add a capable business-minded person to support the paper's growth and sustainability. The associate publisher will report to the publisher.

The *Independent* is still in its start-up phase, still seeking capital investment, and operating in a field that is under threat. For complex reasons, thousands of newspapers across the country have closed or shrunk to unrecognizable form in the last two decades. Candidates for this job need not have newspaper experience but must be ready to learn the dynamics of the industry and our niche. It's going to help if you love newspapers.

Experience managing a business, including financial planning and reporting and overseeing the work of others, is required.

Responsibilities include:

- Financial management: overseeing payroll, bookkeeping, and accounting and creating regular financial reports.
- Circulation management: overseeing the subscription operation, newsstand sales system, and relationships with the printer and the U.S. Postal Service.
- Advertising: overseeing the ad sales team and understanding advertising processes, including rates and discounts, record keeping, billing, collections, ad production, and ad placement.
- Human resources: salary and benefits administration; compliance; and organization of performance reviews and staffing.

Qualified candidates must have:

- Interest in the dynamics of the newspaper industry and the community weekly niche.
- Experience as an organized and effective communicator and manager of people and systems.
- Proven skills in financial accounting, budgeting, planning.
- Working knowledge of financial accounting software, databases, Excel, and other business tools.

Compensation range is \$60K to \$80K, commensurate with experience, and includes competitive benefits.

This is a year round job in a seasonal community. For that reason, the position can be held by someone who prefers to work remotely part of the time. But the right candidate will join in local community life and become part of it, in order to maintain strong relationships with our staff, readership, advertisers, and vendors.

The *Provincetown Independent* strives to be an inclusive and diverse workplace where we respect and value all employees. We do not discriminate based on race, socio-economic status, religion, national origin, gender identity, sexual orientation, veteran status, disability, age, or any other legally protected status.

Interested? Please send cover letter and resume to Teresa Parker, publisher at: teresa@provincetownindependent.org

Press coverage of the *Independent*:

The American Prospect

<https://prospect.org/economy/silver-lining-in-the-story-private-equity-killing-the-press/>

Media Nation

<https://dankennedy.net/2021/03/15/in-provincetown-a-startup-weekly-newspaper-is-challenging-gannett/>

The Atlantic

<https://www.theatlantic.com/notes/2019/09/theres-hope-for-local-journalism/598225/>

The Boston Globe

<https://www.bostonglobe.com/business/2019/08/09/they-starting-yes-starting-newspaper-cape/i27BrH3gZnGyKiM0ontFUJ/story.html>

Cape Cod Times

<https://www.capecodtimes.com/news/20190818/wellfleet-couple-look-to-buck-journalism-trend>

WCAI-FM (National Public Radio for Cape Cod and the Islands)

<https://www.capeandislands.org/news/2019-08-29/dark-days-for-newspapers-see-a-new-light-in-provincetown>

WOMR-FM Community Radio (“The Lowdown”)

<https://womr.org/podcast/the-provincetown-independent/>