

Work Description for Editor

Department / Section : **Hotel / Administration**

Reports to : **Assistant Hotel Director**

Supervises : **Printer**

Responsibilities

- To ensure that all printed materials seen by our Guests are correctly typeset, edited and printed according to Dream Cruises graphics standards and in keeping with Dream Cruise' six star product.
- To prepare projects such as, but not limited to the Dream Daily, Daily Menus, Daily Deck Lunch Menus, Specialty Restaurant Menus, Wine Lists, Bar Lists, Guest Lists, Vintage Room materials, temporary signage and Entertainment programs, etc.
- To provide a six star service at all times and to deal with complaints and comments in an efficient and timely manner.
- To collect and coordinate all daily information from the appropriate Department Heads concerning Shipboard Activities, Bar and Dining hours, Port information, Entertainment, Performances, Personality profiles, etc.
- To create the Dream Daily and prepare a proof for Department Heads to review and approve in a timely manner.
- To deliver the approved final Dream Daily to the Printer for printing in a timely manner.
- To coordinate material for writing about onboard lecturers and instructors, Ports of call and Staff as necessary.
- To typeset and review Menus and all other printed material ensuring that a standard is maintained on all printed materials.
- To create all “temporary” signage in Guest areas if necessary.
- To coordinate translation of the Dream Daily and other pertinent materials with Entertainment Department for other foreign Guests.
- To prepare the Dream Dining Room menus, Café deck lunch menus, Specialty Restaurant Menus, Wine Lists, Bar Lists, The Lido and Vintage Room materials for printing.
- To assist in the creation of advertisements for the onboard Casino and Concessions.
- To request services for printing equipment when necessary through the Hotel Secretary.
- To manage and oversee the entire onboard Printing Operation.
- To train, coach, council, support and delegate to the Printer.
- To guide the Printer and to ensure that he is updated with relevant shipboard information at all times.

- To adhere to and to ensure that the Printer adheres to all Company Policies and Procedures, Manuals and Directives.
- To perform other responsibilities as assigned by the superior, but not limited to the above.