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No Department Is Dispensable At Post

**By Jalyne Strong
Post Staff Writer**

If someone ever decides to make a film called "Charlotte Post: The Movie" and it eventually comes to be aired on HBO, you can be sure it will be accompanied by a show called, "The Making of Charlotte Post: The Movie, A Behind the Scenes Look."

Now if no one ever decides to make this movie, for whatever reason, and HBO never makes a program about it, however, you are lucky enough to still be privy to a look behind the newspaper at the Charlotte Post offices, department by department.

Let's begin with the reception area. Recently hired Clara Singletery is the Charlotte Post's receptionist. She greets all visitors and fields all calls that reach the office. Singletery was with the Charlotte Post at one time before and had to leave. But we chased her down and got her back. Seriously, she has a great personality and is a great help to all the departments.

Next there is the advertising department, managed by Fran Farrar-Bradly. She's currently working with a team of highly skilled, and motivated salespersons, Robbie Thompson and Gloria Jones. They're a hard-working crew who spend most of their time out of the office drumming up advertising dollars to keep the Charlotte Post going. When they are in the office they're busy putting together the ads they've

sold for publication. They're also concerned with developing new promotional ideas periodically, which keeps the newspaper interesting.

In the Charlotte Post's editorial department there's usually always something going on. This is where story ideas are developed or delivered, where people are interviewed, and articles are typed and typed. The employees of this department are also pretty handy with 35mm cameras. Loretta Manago is the managing editor of the Post, which means she's responsible for assigning stories to the three Post writers, Audrey Lodato, Jalyne Strong, and Joe Brown. Things can get pretty hectic in the editorial department especially at deadline.

The editorial department and the production department at the Post work hand in hand. And interestingly, many of the people who work in editorial also work in production. But first and foremost here's where you find typesetter, Jacquelyn Carr, who sets, or re-types, all the copy that appears in the newspaper. Once the copy is set the other production workers, Loretta Manago, Audrey Lodato and Jalyne Strong carry out the task of laying out, pasting up and proofreading. Also in the production department is new employee, Bonnie Carlton. It's her job to design and layout ads.

While all this is going on each week, in another phase of the newspaper's

operation, its up to the circulation department to make sure that Post subscribers are receiving their newspapers. Circulation clerk Janice Tobias keeps the subscribers' mailing list up-to-date on a computer and Alfred Glover, in charge of vendor sales, makes certain the newspaper is received at designated stores throughout Charlotte.

Working diligently in the background are office manager Dannelle Gaither and assistant bookkeeper Betty Potts. They are responsible for keeping the newspaper's business matters up to par. All transactions including collections and payroll are handled through this department.

Lastly, we come to Bernard Reeves, general manager, who is a depart-

ment unto himself. A jack-of-all trades and master of many, here's a list of the duties Reeves carries out at the Post: photography processing, ad work-up, ad layout, handyman-technician; transporting newspaper to the press and the post office; personnel, and financial management. Ever seen a man who tries harder to make himself indispensable?

Well, that is a behind the scenes look at the departments involved in making of the Charlotte Post. "Charlotte Post: The Movie" could be a hot property with the right director or producer. If not, this is The End.

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The Charlotte Post

Congratulations To
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Darryl McClinton, General Manager
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For 12 Years Of Needed Service To This Community

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Greater Galilee Baptist Church
501 W. Park Ave.
Charlotte, N.C. 28203

In Memory Of
Mr. Bill Johnson
We Salute
The Charlotte Post
On 12 Years Of Outstanding Service & Community Relations.

From
REV. GEORGE BATTLE
"Charlotte Post Man Of The Year"
& The Church Family Of
GETHSEMANE A.M.E. Zion Church

Join Us In Worship.....

Church School	9:45 Sun.
Worship Service	11:00 Sun.
Prayer Service	7:30 p.m. Wed.
Day Care Open Weekdays	7:30 a.m. - 5:30 p.m.
Enrichment Program For Ages 4-16	
Hot Lunch Program	

"Our Mission Is The Community"
"Our Mission Is The Community"

A Salute To The Charlotte Post - A Job Well Done!

Edwards Barber Shop
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Complete Hair Care Center
Stop In Today!

12 Years Of Outstanding Service To The Community
Keep Up The Good Work!

Taylor's Barber Shop
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Walter B. Taylor Jr. - Owner

"Put Your Hair In Our Expert Hands"

Congratulations & Best Wishes

DANDY CLEANERS AND LAUNDRY

2700 Freedom Drive - 393-5525
2949 N. Graham St. - 334-4196
1207 Parkwood Ave. - 334-4196 *More than 25 years experience*

COUPON

Men's Or Ladies' Suits	(Reg. \$5.99)	\$2.99 ea.
Dress (Plain)	(Reg. \$5.99)	\$2.99 ea.
Pants	(Reg. \$2.99)	\$1.49 ea.
Shirts	(Reg. \$2.99)	\$1.49 ea.

All Other Regular Dry Cleaning
50 Percent OFF REGULAR PRICE
This Coupon Expires September 30, 1986

IN COMMEMORATION OF 12 YEARS OF COMMUNITY SERVICE

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