## Department Is Dispensable At Post

By Jalyne Strong Post Staff Writer

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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 if, 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

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.

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 hardworking 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

A Salute To The

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 inter-viewed, and articles are 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 heetic 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, Jackquelyn 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

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 Poat 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

Working diligently in the background are office manager Dannette Gaither and assistant bookkeeper 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.

department.

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

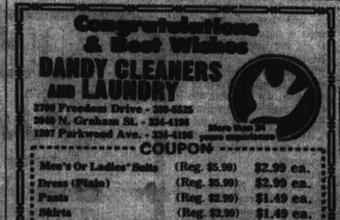
ment unto himself. A jack-of-all trades and jack-of-all trades and master of many, here's a list of the duties Reeves carries out at the Post: photography processing, ad work-up, ad layout, handyman-technician; transporting newspaper to the press and the post office; personnel, and financial management.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

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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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