

ARBUTUS Job Descriptions

Managing Editor

- Edit all stories turned in by section editors in a timely fashion and place them in the copy folder on the server
- Proof pages for errors
- Dedicate many hours on deadline weeks for helping the staff, proofing pages and making sure everything is turned in
- Work with the editor in chief and section editors on page production and design
- Meet weekly with the editor in chief, photo editor and creative editor
- Meet weekly with the entire staff
- Keep track of every writer and photographer assigned to each story or event
- Maintain a writer list with contact information
- Oversee staff in the editor's absence
- Work office hours

Creative Director

- Strong knowledge of Adobe CS3 Suite, especially InDesign and Photoshop
- Strong knowledge of yearbook design
- Design pages for deadline
- Assist in cover design
- Lead training sessions for section editors and assist in section design
- Proof all pages for each deadline with editor in chief and managing editor
- Meet weekly with editor in chief, managing editor, photo editor
- Adhere to all deadlines
- Work office hours during deadline weeks
- *please submit examples of work when applying

Marketing Director

- Work closely with editor to develop marketing campaigns to promote the book
- Work closely with IDS advertising staff to produce ads, flyers, table tents etc. for the book
- Be willing to meet with campus groups and hold focus groups to discuss what students would like to see in the book
- Work with technical staff to redesign the Arbutus website
- Hold promotional events in areas of high student traffic, such as the library and the union
- Organize student portraits and be willing to work in shifts to help photographer
- Organize and promote group portraits with staff photographers
- Work on layout of portraits and organizations spreads

Staff Writer

- Complete story five days after each event or sport has ended unless a deadline requires it sooner
- E-mail each story to the section editor with your name, phone number and e-mail address
- Save story to a disc
- Assist in writing headlines and subheads
- Must follow all writing guidelines with the understanding that copy will be sent back for corrections if guidelines were not followed
- Be willing to make all revisions
- Adhere to all deadlines

Photo Editor

- Work with section editors to coordinate all photo assignments
- Assign all photos requested and keep track of every photographer assigned to each story or event
- Make sure all staff photographers are following guidelines
- Make sure all photo assignments are submitted on time
- Ensure all photos are submitted with captions that follow guidelines, have been spell checked and have photo credit
- Hold weekly photo staff meetings for constructive critiques and assigning events
- Meet weekly with the editor in chief, managing editor and creative editor
- Complete all assignments not assigned or taken by other photographers
- Work with the marketing director to select and scan photos for usage in the newspaper and other advertisements
- Work with Herff Jones to ensure quality photo reproduction

Staff Photographer

- Attend weekly photo staff meetings
- Cover all stories and events assigned
- Submit photos with captions that follow guidelines, have been spell checked and have photo credit
- Adhere to all deadlines
- Shoot quality work that follows principals of photography and elements of design

Organizations Editor

- Organize portrait shoot schedule for administration and all campus groups with photo editor
- Work closely with the marketing director to carry out promotions and work during portrait sessions
- Distribute portrait schedule posters, paper tents and letters to each dorm and Greek house
- Be in charge of billing campus organizations

- Work with the editor in chief, managing editor and creative editor to create a layout design for spreads and profiles in the section
- Coordinate the production of the section
- Check with photographers daily to see how group portraits are going. Help out when needed
- Adhere to all deadlines

Athletics Section Co-Editorship

- Assign writers for each story or be prepared to write it yourself
- Edit section's copy, following guidelines
- Work with the photo editor to assign all photos for the section
- Place all photos, captions, copy, headlines, folios and scoreboards onto every spread in the section
- Work with the editor in chief, managing editor and creative editor to create a layout design for spreads and profiles in the section
- Work with marketing editor to carry out promotions and work during portrait sessions
- Attain press credentials for all sports events (home, away and all necessary tournaments)
- Collect season records for the scoreboard
- Collect profile and club sports ideas to be included in the section
- Adhere to the 18 day production process
- Adhere to all deadlines and hold writers to deadlines
- Complete all spreads by 5 p.m. on deadline day

Calendar, Issues, Entertainment and People Section Editors

- Assign writers for each story or event or be prepared to write it yourself
- Edit section's copy, following guidelines
- Work with the photo editor to assign all photos for the section
- Place all photos, captions, copy, headlines and folios onto every spread in the section
- Work with the editor in chief, managing editor and creative editor to create a layout design for spreads and profiles in the section
- Work with marketing editor to carry out promotions and work during portrait sessions
- Attain press credentials or tickets for events when needed
- Collect profile and story ideas to be included in the section
- Adhere to the 18 day production process
- Adhere to all deadlines and hold writers to deadlines
- Complete all spreads by 5 p.m. on deadline day