

The Etownian

POSTION DESCRIPTION

Job Title: Photo Editor

Report to: Managing Editor

Objectives: To obtain all photographs for publication in The Etownian.

DUTIES AND RESPONSIBILITIES

1. Attend brainstorm meetings each Wednesday at 11 a.m.
 - a. Come prepared to assist page editors in coming up with story ideas.
 - b. Come with story ideas of which other staff members are unlikely to be aware.
 - c. Come prepared to assist in developing the front-page picture idea.
 - d. Come prepared to assist in developing other photo ideas.
 - e. Five minutes at the end of the meeting will be used to give the Photo Editor the photos each section needs.
2. Office hours
 - a. The Photo Editor is responsible for having two scheduled hours per week that will be spent in the office.
 - b. These hours must be between **9 a.m. and 5 p.m.** (not Wednesday)
 - c. During this time, the Photo Editor will be responsible for answering the phone, taking messages and being available to help any walk-ins.
 - d. The Photo Editor should e-mail any other editors with messages received during office hours.
3. Assignments
 - a. The Photo Editor is responsible for assigning photographs to photographers each week.
 - b. The assignments will be given by e-mail and will be CCed to editor@etown.edu and the Assistant Photo Editor by midnight on the day of the brainstorm (Wednesday).
 - c. Each assignment will follow the predetermined format that includes the subject to be photographed, the angle of the story, the type of photograph the Page Editor is looking for and a deadline.
 - i. Photographers should take *at least* three different photographs for each assignment (excluding Q&A's and headshots).
 - ii. Each photograph should have a horizontal and vertical version to allow the greatest flexibility in layout.

- iii. Photographers should make sure to get the names of the subjects in their photos so that proper captions may be written.
 - d. As many photographs as possible should be taken digitally. This will reduce developing costs and facilitate the transfer of files.
4. Deadlines:
 - a. Q&A photos will be in the Photo Editor's public folder by **5 p.m. on Friday** (two days after brainstorm).
 - b. Headshots will be in the Photo Editor's public folder by **5 p.m. on Friday** (two days after brainstorm)
 - c. All other photos will be in the Photo Editor's public folder by **5 p.m. on Sunday**.
 - d. Breaking photos will be in the Photo Editor's public folder **ASAP**.
 - e. Web photos will be in the Photo Editor's public folder **ASAP**.
5. Late Photos
 - a. The Photo Editor is responsible for every photograph that is to appear in The Etownian.
 - b. If a photographer has not turned in an assignment on time, a predetermined form e-mail will be sent to the photographer asking what plans the photographer has for getting the photographs. editor@etown.edu will be CCed.
 - c. If a photo has not been received, it is the responsibility of the Photo editor to reassign or take the photo.
6. Formatting
 - a. The Photo Editor will be responsible for formatting photos before placing them in the public folder for the Page Editor to retrieve.
 - b. All photos will be saved in **color, CMYK format**.
 - c. All photos will be set to **200 dpi** (except if this is impossible).
 - d. All photos will be reduced to have a largest side of **10 inches** (except if the image is smaller than 10 inches on all sides).
 - e. All photos will be saved with a filename including the initials of the photographer.
 - f. All photos will be saved in a folder in the public folder that has been created for the page they will be placed on (i.e. Track photos will be saved in the "Sports" folder).
7. Photo Credits
 - a. The Photo Editor is responsible for producing a Word document containing the photo credits for that week.
 - b. The Photo Editor should place this document in each section's folder and print a copy to be used by the Copy Editing staff.
8. Assistants
 - a. The Photo Editor is responsible for delegating work to any assistants.
 - b. The Photo Editor is responsible for coordinating photography assignments with the assistant(s) and photographers to keep the production schedule flowing as smoothly as possible.
 - c. The Photo Editor may delegate responsibilities to the Assistant Photo Editor(s), but is ultimately responsible for getting things done.

REQUIREMENTS AND SPECIFICATIONS

A. Knowledge Required to Perform at Competent Level:

1. Firm grasp of Adobe Photoshop.
2. Firm grasp of photography techniques.
3. Good organizational and communication skills.
4. Good time-management skills.
5. Good management skills.

B. Consequence of Error:

1. Failure to attend brainstorm meetings could lead to a lack of diversity of topics covered in the Etownian.
2. Failure to attend office hours constitutes a lack of effort on the Photo Editor's part.
3. Failure to have photos in the public folder on time could lead to delayed production schedule.
4. Failure to obtain photos could lead to delayed production schedule and constitutes a gross lack of effort on the Photo Editor's Part.
5. Possible separation of employment with The Etownian may result from lack of effort and responsibility on the Photo Editor's part.

C. The Etownian is an at-will employer. The relationship between the employer and the editor may be terminated at any time for any reason or no reason.

RELEASE

I, _____, understand that any and all of my work, once submitted, will become property of The Etownian. I understand that my work may be used in any and all forms and at any time desired by the editors of The Etownian. I understand that I will receive proper credit for my work when it is used.

Editor: _____ Date: _____

Supervisor: _____ Date: _____