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|  | JOB DESCRIPTIONFull Time StaffStudent Opportunity Staff |

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| **Position Title:** | ***The Silhouette* Editor-in-Chief** |
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| **Term of Office:** | May 1 – April 30 |
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| **Supervisor:** | Board of Directors through the General Manager |
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| **Remuneration:** | Refer to MSU Employment Policy for Full Time Employees |
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| **Hours of Work:** | 35 hours per week |

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| **General Scope of Duties** |
| The Executive Editor is responsible for all of the content of The Silhouette, the actions of the staff, and for the expenditures of the paper. |

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| **Major Duties and Responsibilities** |
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| **Category** | **Percent** | **Specifics** |
| Supervisory Function  | 20% | * Supervise the 14 staff members of *The Silhouette*, members of the Board of Publication, and *The Silhouette* volunteers
* Conduct performance reviews of each of the members of the Board of Publication
* Participate in the hiring of Editors and Assistant Editors
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| Financial & Budgeting Function  | 20% | * Budget manager for *The Silhouette*
* Prepare for submission to the Vice-President (Finance); an Annual Budget (May), a Budget Review (December), and a Preliminary Budget (March)
* Review the general ledger entries and monthly statements to ensure transactions have been properly recorded
* In the situation of a discrepancy, all questions and comments will be directed to the attention of the Accounting Department and the Vice-President (Finance)
* Review bill files weekly and prepare purchase orders as required
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| Communications Function  | 20% | * Voting member of the Silhouette Board of Publication (shall call meetings at least once a month)
* Chair all staff meetings at least one annually
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| Advertising & Promotions Function  | 10% | * Work with Underground Media & Design to ensure proper Ad-to-Editorial ratio
* Aid in the creation of the Welcome Week Preview as required
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| *The Silhouette* | 30% | * Layout of newspaper on computer
* Editing Opinions, Editorial, and Misc. sections of the Silhouette
* Creation of the run sheet of paper
* Publishing of summer edition of *The Silhouette* (without paid staff)
* Write articles for *The Silhouette* as required
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| **Knowledge, Skills and Abilities** |
| * Computer knowledge (i.e. Pagemaker, Photoshop, and WordPerfect)
* Computer system (hardware) management
* Editing skills
* Layout knowledge
* Management skills
* Writing skills
* Interpersonal skills required to relate with staff
* Knowledge of Media Law and Canadian Press style
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| **Effort & Responsibility** |
| * Effort required to pay attention to detail
* Effort required to maintain thought during long nights
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| **Working Conditions** |
| * Open office (with many computer terminals and a lounge)
* Time demands may exceed stated hours of work
* Late evenings
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| **Training and Experience** |
| * Previous experience as an Editor with *The Silhouette* is preferred
* Computer experience preferred
* Hands on training in summer months is essential
* Participation in annual MSU Management Training required (provided)
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| **Equipment** |
| * Computer equipment for layout and word processing
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