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|  | JOB DESCRIPTION  Full Time Staff  Student 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 |
| 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 |
| 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 |
| 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 |
| *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 |