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|  | JOB DESCRIPTION  Part Time Staff |

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| **Position Title:** | ***The Silhouette* Photo Editor** |
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| **Term of Office:** | September 1 to April 30 |
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| **Supervisor:** | *The Silhouette* Production Editor |
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| **Remuneration:** | B4 |
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| **Hours of Work:** | 10-12 hours per week |

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| **General Scope of Duties** |
| The Photo Editor will take photos and arrange a group of volunteers to help shoot events covered in the paper. He/she will work on Adobe Photoshop to edit photos, and will keep accurate records of photos taken. S/he will also be responsible for keeping track of photo supplies and its usage and compiling an itemized list of supplies needed to the Editor-in-Chief. |

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| **Major Duties and Responsibilities** | | |
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| **Category** | **Percent** | **Specifics** |
| Supervisory Function | 20% | * Supervises the Photo Reporter and volunteer photographers |
| Photography Function | 40% | * Plan, organize, and take photographs for each issue of the paper, ensuring that requests are fulfilled as required * Maintain a filing system including, but not limited to finances, purchases, volunteers, contacts, and logging of department activities |
| Financial & Budgeting Function | 20% | * Maintain and order supplies and equipment through the Editor-in-Chief |
| Communications Function | 20% | * Work with all Editors to plan and prepare for the photos in their sections * Make departmental reports to the Production Editor and Editor-in-Chief in weekly meetings |

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| **Knowledge, Skills and Abilities** |
| * Photographic skills (camera use, lighting, etc) * Flexibility and patience * Communication skills * Computer skills necessary (Adobe Photoshop) * Keen eye and imagination for quality photos |

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| **Effort & Responsibility** |
| * Responsible for ensuring the Silhouette has an adequate number of photographs for each issue * Effort required to put in long hours on production nights and often weekend assignments * Train volunteers in the art of taking good journalistic photos with an eye for the creative through verbal communication and literature in the form of hand-outs and/or books and magazines |

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| **Working Conditions** |
| * The Silhouette is a high quality newspaper and each department is expected to produce the best possible section each week, thus the Photo Editor must, as a member of the “support staff,” ensure that each section has appropriate and high quality photos in a timely fashion to facilitate this quality. The office is laid back, friendly, and open to all students. Production involves long, late nights therefore you must be organized (for your section of the paper and otherwise); in addition, last minute photo requests or weekend requests must be met expediently. * Time demands may exceed stated hours of work |

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| **Training and Experience** |
| * Photographic experience is necessary (i.e. education, work on other productions, personal hobby, Sil volunteering) * Knowledge of computers and must have working knowledge of Photoshop |

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| **Equipment** |
| * Computer use with Photoshop and scanners (flatbed and negative) * Camera, variety of lenses and flash * Studio equipped with lighting equipment, backdrops, and beauty dish * Locked cabinet to store equipment |