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|  | JOB DESCRIPTION  Part Time Staff |

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| **Position Title:** | ***The Silhouette* Production Editor** |
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| **Term of Office:** | September 1 – April 30 |
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| **Supervisor:** | *The Silhouette* Editor-in-chief |
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| **Remuneration:** | C4 |
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| **Hours of Work:** | 10-12 hours per week |

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| **General Scope of Duties** |
| The Production Editor, in conjunction with the Editor-in-Chief, is responsible for overseeing the design and layout of the newspaper. They shall advise and aid section editors on the appearance of the paper as it is being put together, and be responsible for the layout of the Features spread and any complex layouts that section editors cannot perform. They will also act as a supervisory body to the media staff. |

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| **Major Duties and Responsibilities** | | |
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| **Category** | **Percent** | **Specifics** |
| Supervisory Function | 30% | * Supervise, in conjunction with the Managing Editor and Editor-in-Chief, the staff and volunteers of *The Silhouette* * Identify, address and/or report any human resource issues within *The Silhouette* staff. * Maintain daily office hours and be available to answer questions and assist section editors throughout the week. |
| Communications Function | 20% | * Voting member of staff meetings (that meets at least once annually) * Provide input for the editorial, editorial policy, focus, and style of the paper |
| Layout Function | 20% | * Layout of paper on computer * Review all laid out pages * Lay out feature spreads every other week * Write articles for *The Silhouette* as required * Copy edit laid out pages |
| Production Function | 30% | * Provide guidance and assistance choosing photos, graphics, fonts, and the organization of page layout. * Work alongside new and returning staff helping them learn and improve design and layout knowledge. |

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| **Knowledge, Skills and Abilities** |
| * Computer knowledge (i.e. Adobe InDesign, Photoshop, Illustrator, Word, Wordpress) * Creativity and strong base of graphic design knowledge * Knowledge of what to do when the computers are being problematic * Editing skills * Writing skills * Interpersonal skills to relate with staff * Layout knowledge * Management skills * 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** |
| * Silhouette office (open office with many computer terminals and a lounge) * Time demands may exceed stated hours of work * Late evening work involved |

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| **Training and Experience** |
| * Previous experience as an Editor with the Silhouette strongly preferred * Basic design training will be administered to teach Silhouette branding and layout templates * Computer knowledge is necessary and training provided by working through the summer months is essential |

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| **Equipment** |
| * Computer equipment for layout and word processing |