



## **Photo Editor Job Description (2016-2017)**

The Photo Editor oversees and coordinates the publication's photography and graphic needs while working with the Editor-in-Chief (EIC), Managing Editor, and Section Editors to meet content needs. The selected applicant must be proficient in Adobe Photoshop or other professional photo editing software.

The person in this role must be a full-time WOU student, and in good judicial and academic standing, with a minimum, cumulative and term GPA of 2.50. This employee has a probationary academic period of 90 days from being hired. As with any other Student Media position, the Photo Editor cannot be elected or volunteer for student government positions or serve on the Incidental Fee Committee. The Photo Editor works from late September through early June for **10 hours per week**. This is a paid position.

The Photo Editor will report to the EIC and, with supervision from the Student Media Adviser and Student Media Board, is responsible for:

### **Publication**

- Performing all duties as assigned by the EIC
- Attending production nights until work has been approved by the senior staff (EIC, Managing Editor, and Copy Editor) and fulfilling other work requirements, either in or out of the office
- Working closely with the Managing Editor, Section Editors, Online Media Manager, Advertising Manager, and Designers by providing solid communication with said staff about photos needed for sections each week and coordinating the covering of all required events
- Following basic rules of photojournalism and visual communication design to photograph, select, and edit photos so that they tell the best story and appeal to the appropriate audience
- Coordinating with the appropriate Section Editors to write and edit photo credits and captions
- Ensuring photographs and captions in The Journal are edited, accurate, and professional
- Publishing all corrections/clarifications within a maximum of two weeks of an error
- Submitting all content before or on deadlines

## **Personnel and Training**

- Meeting with the EIC on a regular basis to discuss progress and developments happening within the organization
- Attending all staff meetings, accepting constructive criticism to improve quality of future issues, as well as offering feedback and addressing errors when necessary
- Training, managing, and maintaining freelancers/staff photographers
- Communicating clearly and directly with The Journal staff and Student Media Adviser
- Conducting weekly freelance meetings or sending out weekly e-mails to assign jobs and discuss the quality and types of sources/content needed depending on specific events and related stories; these should take place before The Journal's weekly staff meetings
- Compiling and submitting freelancer/staff writer pay sheets to the Adviser on a weekly basis
- Creating/updating a contract for staff camera use and rentals
- Participating in at least one recruitment activity per year (e.g., Premiere Night, Preview Day, tabling)
- Actively recruiting freelancers for the organization
- Attending training workshops and seminars, whenever funding allows
- Participating in quarterly written and verbal evaluations with the EIC and Managing Editor
- Providing shadowing opportunities and transitional notes for the Photo Editor's successor. These must be completed by the end of the 2016-2017 academic year

## **Professionalism and Journalistic Ethics**

- Maintaining basic journalistic standards and enforcing the newsroom code of ethics, which all staff sign when they are hired
- Exhibiting professionalism and tact both in the newsroom and on campus
- Understanding and complying with copyright, libel, privacy, Student Media Board, and ethics guidelines in relation to The Journal

**\*Job descriptions subject to change at the discretion of the EIC.**